

Happy Hours Out of School Care Club
Scottish Charity No SC024363
Annual Report & Financial Statements
For the Year Ended
31 March 2024

Happy Hours Out of School Care Club Trustee's Annual Report

For the Year ended 31 March 2024

The trustees have pleasure in presenting their report together with the financial statements and the independent examiner's report for the year ended 31 March 2024.

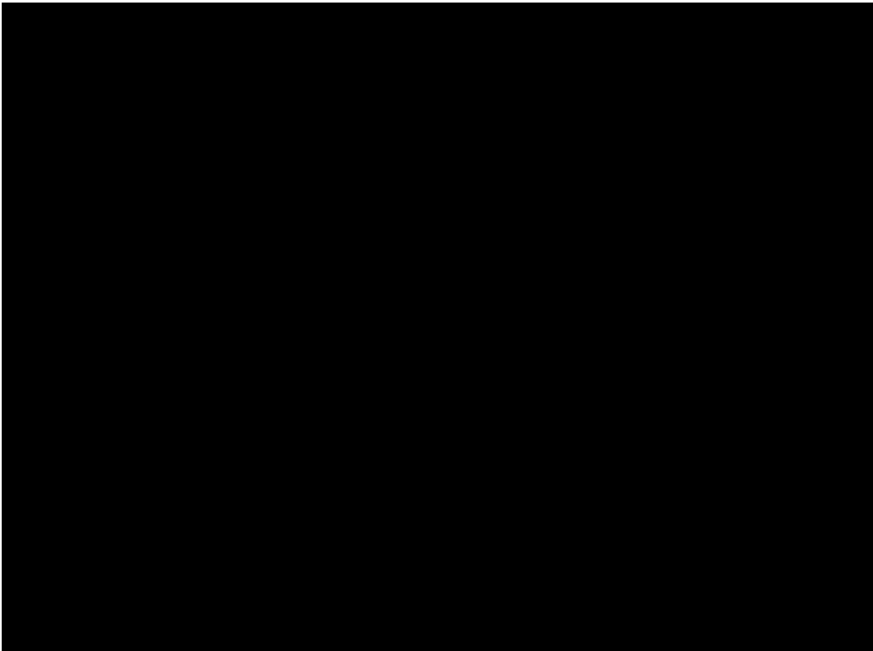
Reference & Administrative Information

Charity Name

Happy Hours Out of School Care Club

Charity No

SC024363



Happy Hours Out of School Care Club Trustee's Annual Report (*continued*)

For the Year ended 31 March 2024

Structure Governance & Management

Constitution

The Charity is an Unincorporated association. It is governed by its constitution which was adopted when the club opened. The Club was granted charitable status by OSCR on 16th January 1996.

Appointment of Trustees

The management committee, who meet no less than four times per annum, are the charity's trustees. Membership of the management committee is open to all parents and guardians of children using the service.

Trustees are elected at the Annual General Meeting based on skills and experience required to hold relevant positions on the management committee. Trustees serve for one year with re-election required thereafter, however, they must not serve for more than six years. A formal induction process is in place for new trustees.

Management

The trustees are responsible for the strategic direction and governance of The Club whilst day-to-day running is delegated to the Club Manager, who is a paid member of staff. The club also employs several playworkers. The Manager attends the trustee meetings to give reports and discuss progress and development.

The Trustees are responsible for approving policies and are aware of their responsibilities for Health and Safety, especially for children. In addition to comprehensive insurance, the staff all have enhanced disclosure which are renewed under the Protection of Vulnerable Groups (PVG) Scheme every three years.

Objectives & Activities

Charitable purposes

The objects of The Club are to promote the safety, care and learning through play of children in need of care during out of school hours and school holidays including in-service days, regardless of religion, belief, race, gender, disability, sexual orientation.

Children attending St Fergus, Ardler, St Andrews and Craigowl Primary Schools can attend the out of school club during term time. However, during the school holidays and in-service days the club is open to all children.

The Club promotes the provision of facilities for the advancement of education, the provision of recreation & leisure-time occupation of children in the interest of social welfare with the object of improving conditions of life.

The Club aims to:

- ❖ Provide primary school age children a safe and stimulating environment in which they will feel happy and secure
- ❖ Encourage the children to explore, appreciate and respect their environment

Happy Hours Out of School Care Club

Trustees Annual Report (*continued*)

For the Year ended 31 March 2024

- ❖ Provide opportunities to stimulate the children's interest and imagination
- ❖ Provide an interesting range of activities and provide positive images of ethnic minorities and cultures
- ❖ Treat all children as individuals and with respect
- ❖ Encourage good relationships with parents and carers
- ❖ Has an open door policy

Activities

The Club offers a varied and interesting range of activities to stimulate and develop the children. These activities include arts and crafts, reading, tabletop activities, board games, music, drama and interactive games. They have access to the school playground and the gym hall where children are offered a variety of physical activities. The holiday and in-service day programmes offer the service users an exciting opportunity including full day and half day trips to a variety of places in the local area and further afield i.e Active Kids, Clatto Woods, Tenpin Bowling, Local Beach and a walk across the Tay Bridge.

Achievement and Performance

Throughout the year, the club has continued to provide good quality childcare after school and during school holidays and in-service days. The Club employs a manager who is responsible for the day to day running of the club with the support of the Management Committee. The Club has yet to complete the process of becoming a SCIO (Scottish Charitable Incorporated Organisation).

Financial Review

The principle funding source of the club is the weekly fees received from service users. However, an additional income is generated through grant applications and fundraising activities during the year.

Receipts of unrestricted funds were £93,871 (2023 – £80,995) and restricted funds of £760 (2023 - £1,799). Payments for the year of unrestricted funds were £93,308 (2023 - £89,214) and £760 (2023 - £1,799) of restricted funds. This has resulted in a surplus of £563 (2023 – deficit of £8,219).

Reserves policy

The trustees have established a policy whereby the club's unrestricted funds should represent a minimum of 3 months of normal salary costs.

The unrestricted fund at the year end was £10,831 (2023 - £10,268) which does not meet the target. This year however we spent some of our reserves on investing to the benefit of the children attending, for example by purchasing a new equipment for indoors and outdoors and sensory equipment. The club is slowly building the reserves up again as it recovers from the pandemic. We increased our fees in January 2023 and planning of increasing the fees again in April 2025 due to the living wage increase and the cost of living.

Happy Hours Out of School Care Club

Trustees Annual Report (*continued*)

For the Year ended 31 March 2024

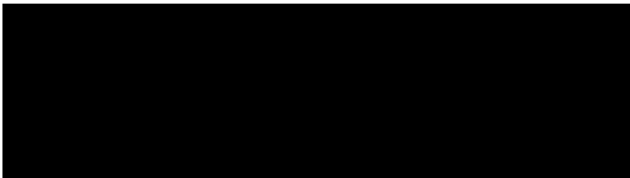
Plans for the future

The Trustees intend to continue, develop and promote the service that the Club provides for the benefit of the children in the community, and to continue to support and guide the club as it moves forward after the pandemic.

The club aims to continue to work with the community to give the children better outcomes, as well as improve its outdoor environment and include 'loose parts' which will promote and enhance children's ability to think imaginatively. The club's management plans to apply for funding from Tesco Stronger Starts to purchase outdoor equipment.

The Club plans to do a Christmas Show/Faye again and consult parents and children to gather their ideas.

Approved by the trustees on 20 December 2024 and signed on their behalf by:



Happy Hours Out of School Care Club

For the Year ended 31 March 2024

Independent Examiner's Report

Independent Examiner's Report to the Trustees of Happy Hours out of School Care Club

I report on the financial statements of the charity for the year ended 31 March 2024, which are set out on pages 6 to 9.

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 (as amended). The charity's trustees consider that the audit requirement of Regulation 10(1)(d) of the 2006 Regulations does not apply. It is my responsibility to examine the accounts as required under section (44)(1)(c) of the 2005 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 2006 Regulations. 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 connection with 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 Regulations, and
 - to prepare accounts which accord with the accounting records and comply with Regulation 9 of the 2006 Regulations have 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.

Signed



Date: 14 March 2025



BK Plus Limited
Stannergate House
41 Dundee Road West
Broughty Ferry
Dundee, DD5 1NB

Happy Hours Out of School Care Club

Statement of Receipts and Payments

For the Year Ended 31 March 2024

Receipts	Note	Unrestricted Funds	Restricted Funds	Total 2024	Total 2023
		£	£	£	£
Fees		93,560	-	93,560	80,958
Grants	3	-	760	760	1,799
Fund Raising		206	-	206	-
Bank Interest		105	-	105	37
		93,871	760	94,631	82,794
Payments					
Charitable Activities	4	93,008	760	93,768	90,269
Governance and support costs	5	300	-	300	744
		93,308	760	94,068	91,013
Surplus/(Deficit) for the year		563	-	563	(8,219)

The Notes on pages 8-9 form an integral part of these accounts

Happy Hours Out of School Care Club

Statement of Balances – As at 31 March 2024

Funds Reconciliation	Unrestricted Funds	Restricted Funds	Total 2024	Total 2023
Cash at Bank & In Hand – B/Fwd	10,268	-	10,268	18,487
Surplus/(Deficit) for year	563	-	563	(8,219)
Cash at Bank & In Hand - 31/03/2024	10,831	-	10,831	10,268

Bank & Cash Balances

Bank Account	10,831	10,268
Cash in Hand	-	-
	10,831	10,268

Other Assets

Furniture and equipment	292	62
Fees receivable	5,805	5,566
Social security and other taxes	965	-
Other debtors	341	-
Total	7,403	5,628

Other Liabilities

Fees in advance	1,018	3,968
Social security and other taxes	-	350
Other creditors	554	463
Accruals	360	300
Total	1,932	5,081

The Notes on pages 8-9 form an integral part of these accounts

Approved by the trustees on 20 December 2024 and signed on their behalf by:-

Chairperson

Treasurer

Happy Hours Out of School Care Club

Year Ended 31 March 2024

Notes to the Accounts

1 Basis of Accounting

These accounts have been prepared on the Receipts & Payments basis in accordance with the Charities & Trustee Investment (Scotland) Act 2005 and the Charities Accounts (Scotland) Regulations 2006 (as amended).

2 Nature and purpose of funds

Unrestricted funds are those that may be used at the discretion of the trustees in furtherance of the objects of the charity. Restricted funds may only be used for specific purposes. Restriction arise when specified by the donor or when funds are raised for a specific purpose.

3. Grants Received

	Unrestricted Funds	Restricted Funds	Total 2024	Total 2023
Dundee Partnership	-	-	-	924
Dundee Bairns Fun and Food	-	760	760	875
	-	760	760	1,799

4. Expenditure on Charitable Activities

	Unrestricted Funds	Restricted Funds	Total 2024	Total 2023
Catering & Consumables	3,294	360	3,654	3,461
Play Materials	999	-	999	1,963
Trips & Activities	847	400	1,247	1,504
Registration & Membership costs	165	-	165	165
Wages and salaries	81,966	-	81,966	78,956
Other staff costs	374	-	374	1,037
Staff expenses (incl. training)	1,630	-	1,630	392
Payroll costs	893	-	893	874
Insurance	659	-	659	-
Telephone	737	-	737	676
Postage and stationery	449	-	449	363
Software and other equipment	656	-	656	521
Bank charges	339	-	339	336
Other	-	-	-	21
	93,008	760	93,768	90,269

Happy Hours Out of School Care Club

Year Ended 31 March 2024

Notes to the Accounts (continued)

5. Analysis of Support costs

	Unrestricted Funds	Restricted Funds	Total 2024	Total 2023
Independent examination fee	300	-	300	744
	300	-	300	744

6. Trustee’s remuneration and expenses

No salaries, wages or expenses have been paid to any Trustees of the charity during the current and previous year.