

Springfield Out of School Care Club SCIO

Trustees' Report and Financial Statements
For the year ended 31 March 2025

Springfield Out of School Care Club SCIO

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Springfield Out of School Care Club SCIO

Report of the Trustees for the year ended 31 March 2025

The Trustees are pleased to present their report together with the financial statements of the Club for the year ended 31 March 2025.

Principal office

c/o Springfield Community Wing
141 Springfield Road
Linlithgow
EH49 7SN

Bankers

TSB Bank
20-22 South Street
Bo'ness
EH51 0EA

Status of Charity and Governing Document

Springfield Out of School Care Club was set up as an unincorporated association and registered as a charity on 24 February 1996. On 16 July 2015, the charity incorporated as a SCIO, charity number SC024476.

Charitable purpose

The purposes of the Charity are:

1. The provision of care and recreation for children up to 14 years attending Linlithgow schools, in need of care during out-of-school hours and school holidays.
2. The provision of activities that complement and enhance the education of children up to 14 years of age, attending Linlithgow schools.

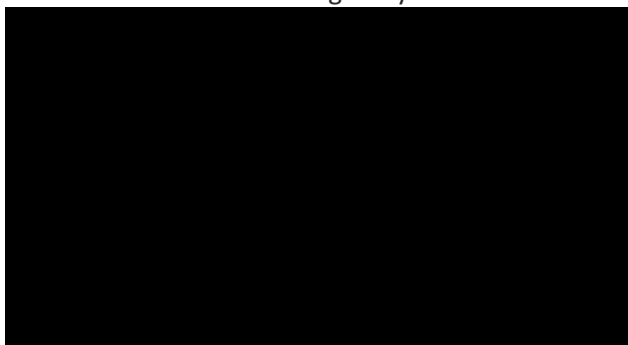
Our aim is to provide opportunities to learn through play indoors and outdoors within a happy, safe and secure environment.

Trustees and Office Bearers

The structure of the organisation consists of:

- the Members - who have the right to attend members' meetings and have important powers under the constitution; in particular, the members appoint people to serve on the board and take decisions on changes to the constitution itself; and
- the Board - who hold regular meetings, and generally control the activities of the organisation, including monitoring and controlling the financial position of the organisation. The people serving on the board are the Charity trustees.

Trustees who served during the year were:



The day to day running of the Club is undertaken by [REDACTED], Club Manager.

Appointment of Charity Trustees

New trustees are appointed by the Members or by other Trustees and training is provided by existing charity trustees. Trustees serve for 3 years then retire from office but can be re-elected at the AGM.

Springfield Out of School Care Club SCIO

Report of the Trustees for the year ended 31 March 2025

Achievements and performance

We continue to offer a wide range of activities at the club, promoting child-led play. Children are regularly consulted on the types of activities they would like to participate in, ensuring that all voices, ideas and opinions are valued and considered.

Healthy eating

We continue to provide healthy snack options at the club in line with “Setting the Table” guidance and the “Eatwell Guide”. This includes offering a daily salad bar and a variety of fresh fruit for the children. Fresh water, milk, oat milk and diluted juice are available throughout the entire session. Our Primary 7 children have also taken an active role in helping staff select snack menus, set up the snack area, and support younger children. This encourages independence and promotes a positive, self-led snack experience.

Positive outcomes through change

Our House Captains and house points system have been a great success at the club. The house points were introduced last year to align with the school’s positive behaviour strategy, and this approach has worked extremely well. As a result, we have seen increased enthusiasm from the children and a noticeable improvement in positive behaviour.

In response to children’s requests, we have recently introduced a “chill-out zone.” This space has already proven beneficial for social development and has had a positive impact on children’s overall wellbeing.

Over the last year, we have used our committee’s expertise to give the children more enhanced learning activities. This has included learning how to ride and control a bicycle, by having a committee member attend club and offer bike ability sessions, and offering Spanish classes for children who wish to learn and develop skill in another language. These have been successful and children have enjoyed these extra activities.

Plans for 2025/26

We aim to continue offering both planned and child-led activities that promote the development of all children. We will maintain a pedagogical approach to ensure every child receives appropriate support and opportunities to enhance their wellbeing.

In addition, we plan to introduce a wider range of life-skills activities. These may include learning CPR, developing cooking skills, exploring money management, and other practical experiences that will support children in building confidence and independence.

Financial review

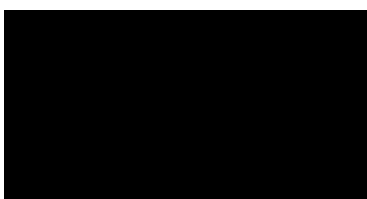
Results for the year

The financial statements for the year are set out on pages 4 to 6. The Receipts and Payments Account on page 4 reflects a deficit of £11,767 (2024: surplus of £4,305) and the reserves at the end of the year were £29,819 (2024: £41,586).

Reserves policy

The Trustees have agreed that reserve funds should be a minimum of one month’s running cost and not exceed six months’ running costs. The funds at 31 March 2025 of £29,819 are therefore considered to be sufficient to meet all debts as they fall due.

Signed on behalf of the Trustees on 17 November 2025:



Springfield Out of School Care Club SCIO

Report of the Independent Examiner for the year ended 31 March 2025

I report on the accounts of the charity for the year ended 31 March 2025 which are set out on pages 4 to 6.

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 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 (as amended). 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 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

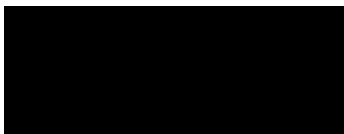
In the course of my examination, no matter has come to my attention

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 (as amended), and
- to prepare accounts which accord with the accounting records and comply with Regulation 9 of the 2006 Accounts Regulations (as amended)

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.



Director
Cornerstone Accounting

The Old Manse
11 Erngath Road
Bo'ness
EH51 9DP

Date: 20 November 2025

Springfield Out of School Care Club SCIO

Receipts and Payments Account

For the year ended 31 March 2025

	Notes	Unrestricted funds £	2025 Total £	Unrestricted funds £	2024 Total £
Receipts					
Donations		58	58	50	50
Childcare fees		176,247	176,247	169,838	169,838
Other income		(99)	(99)	99	99
Total receipts		176,206	176,206	169,987	169,987
Payments					
Gross salaries		155,334	155,334	133,643	133,643
Employer pension costs		2,108	2,108	1,735	1,735
Employer national insurance		2,052	2,052	1,168	1,168
Staff recruitment and training		227	227	1,534	1,534
Equipment and uniforms		342	342	608	608
Other staff costs		257	257	-	-
Activities and trips		9,642	9,642	5,419	5,419
Food		6,243	6,243	6,040	6,040
Resources		2,548	2,548	2,443	2,443
Travel		-	-	3,650	3,650
Insurance and care inspectorate fees		2,029	2,029	1,464	1,464
Health and safety costs		129	129	213	213
Office costs		572	572	517	517
Software and service charges		1,830	1,830	1,820	1,820
Bad debts written off		-	-	468	468
Accounting costs		4,180	4,180	4,560	4,560
Independent examination		480	480	400	400
Total payments		187,973	187,973	165,682	165,682
Surplus/(deficit) for the year		(11,767)	(11,767)	4,305	4,305
Funds brought forward		41,586	41,586	37,281	37,281
Total funds		29,819	29,819	41,586	41,586

Springfield Out of School Care Club SCIO

Statement of Balances

As at 31 March 2025

	Opening balance £	2025 Deficit for year £	Closing balance £	Opening balance £	2024 Surplus for year £	Closing balance £
Bank accounts	41,399	(11,756)	29,643	37,078	4,321	41,399
Cash	187	(11)	176	203	(16)	187
Total bank balances	41,586	(11,767)	29,819	37,281	4,305	41,586

Represented by:

Unrestricted funds	29,819	41,586
	<u>29,819</u>	<u>41,586</u>

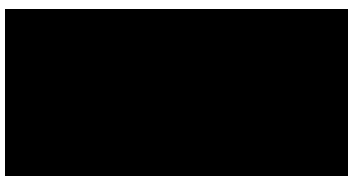
Statement of assets at 31 March

	2025 £	2024 £
Club fees due	13,516	13,711
	<u>13,516</u>	<u>13,711</u>

Statement of liabilities at 31 March

	2025 £	2024 £
Wages due	1,018	-
HMRC payments due	419	1,980
Pension payments due	387	459
Accounts and Independent Examination fees	480	480
Refund to West Lothian Council of overpaid income	-	99
	<u>2,304</u>	<u>3,018</u>

The financial statements on pages 4 to 6 were approved by the Trustees on 17 November 2025 and signed on their behalf by the undernoted:



The notes on page 6 form part of these financial statements.

Springfield Out of School Care Club SCIO

Notes to the financial statements

For the year ended 31 March 2025

1. Accounting policies

Accounting convention

The financial statements have been prepared under the historical cost convention, and in accordance with the Charities Accounts (Scotland) Regulations 2006 (as amended).

Basis of financial statements

The financial statements have been prepared on a receipts and payments basis.

Receipts and Payments Account

For the purpose of the Receipts and Payments account, all funds are defined as unrestricted.

2. Donated goods and services

The Club benefits from the use of the Community Wing of Springfield Primary School at no charge. The only volunteers are the Charity Trustees.

3. Remuneration and transactions

There was no remuneration or expenses paid to the Trustees during the year ending 31 March 2025 (2024: nil).

The Office-bearers receive a 25% discount on their care fees which provided the following benefits:

██████████ £1,144; ██████████ £989; Heather Forgan £333; and ██████████ £269.