

Trustees Annual Report
for
St Helen's Out of School Care
for the period
to 31st March 2025

Scottish Charity No: SC031705



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Reference & Administrative Information

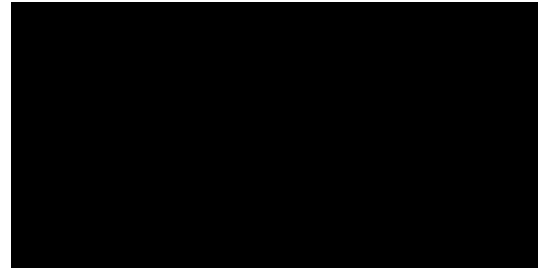
Charity Name: St Helen's Out of School Care

Scottish Charity No: SC031705

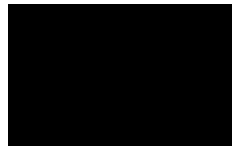
The Charities Principal Address: 14 Maree Drive
Cumbernauld
GLASGOW
G67 4JL

Charities Trustees on date of approval including office held:

Chairperson
Treasurer
Secretary
Trustee
Trustee

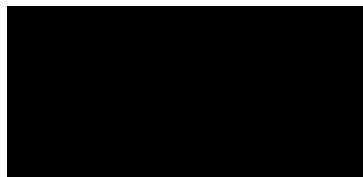


Names of other trustees during the period:



May 2024
May 2024
May 2024

Independent Examiner:



Bankers:

Bank of Scotland
PO Box 1000
BX2 1LB

Structure, Governance & Management

Governing Document:

The Charity is an unincorporated Charity governed by a constitution adopted October 2006.

Trustee Recruitment & Appointment:

The Charities Trustees will be elected at the Annual General Meeting, and serve for 2 years, however they may be re-elected at the AGM.

The Trustees have the power to co-opt other members, not exceeding two at any time for specific reasons throughout the year.

Objectives & Activities

The Charities Charitable Purpose:

As set out in the 'Constitution' and 'The Charities and Trustee Investments (Scotland) Act 2005' the purpose(s) of St Helen's Out of School Care are the following: -

- The advancement of human rights, conflict resolution or reconciliation
- The promotion of religious or racial harmony
- The relief of those in need by reason of age, ill health, disability, financial hardship or other disadvantage

Any other purpose that may reasonably be regarded as analogous to any of the preceding purposes.

Summary of the main activities in relation to these objectives:

The charity's objectives in relation to the above are:

To promote the care and education of children in need of care during out of school hours and school holidays and to promote the provision of facilities for the recreation and other leisure time occupation of such children in the interests of social welfare with the object of improving their conditions of life.

Achievement & Performance for 2024-25

The service's maximum capacity is 30 children, or a maximum of 150 sessions per week. The service currently employs three staff members to meet this capacity.

The service has now completed a recruitment drive for new committee members (see page 3).

The service received an unannounced visit from North Lanarkshire Council/Food Standards Scotland on 11/03/25 and received a pass for our Food Hygiene.

Service user update

At the beginning of April 2024, the service had 29 children registered for a total usage of 67 sessions per week.

At the end of March 2025, the service had 38 children registered for a total usage of 106 sessions per week.

Between the beginning of April 2024 and the end of March 2025, 7 children left the service, for a total of 20 sessions lost per week.

Setting update

The service continues to be based in the school's gym hall. The rate for the let has increased this year to £4.85 per hour from £4.60 per hour.



Figure 1: Cost of council let per month, 2023-24

Staff made use of the Tesco grant fund to update the setting, for example buying a new tent, rugs and soft furnishings to ensure children have a quiet/cosy area when needed.

During parents' nights or school events, the service is delivered either in the school's GP room or, weather permitting, in the playground. This was not always confirmed in advance of the day; however, we now have access to the school newsletter so that we can plan for this.

Achievement & Performance cont'd

Staff update

The service began a recruitment process for a new staff member in June 2024. We employed a new practitioner in August 2024 however due to family circumstances they left the setting within five weeks. Following this we were able to recruit our new Support worker [REDACTED], and have also recruited a stand in practitioner, [REDACTED], who will be available if any staff members are absent.

No staff members have any conditions that need to be met for SSSC membership. [REDACTED]
[REDACTED]
[REDACTED]
[REDACTED].

First aid training is now booked for the [REDACTED] in May 2025.

Revenue update

Monthly service revenue at the beginning of April 2024 was £3742, compared with £5221 at the end of March 2025. The rate for the service remains £13 per hour.

The service applied for and received a grant of £1500 from Tesco's Stronger Starts Scheme, 75% (£1125) of which was received in May 2024, £500 of this was spent at the end of April 2025 and the rest in May 2025. The final amount of £375 should be received by June 2025.



Figure 2: Service fees per month, 2024-2025

Achievement & Performance cont'd

Reserves update

The service reserves at the end of March 2024 were £26,603.01, compared with £36,230.87 at the end of March 2025.

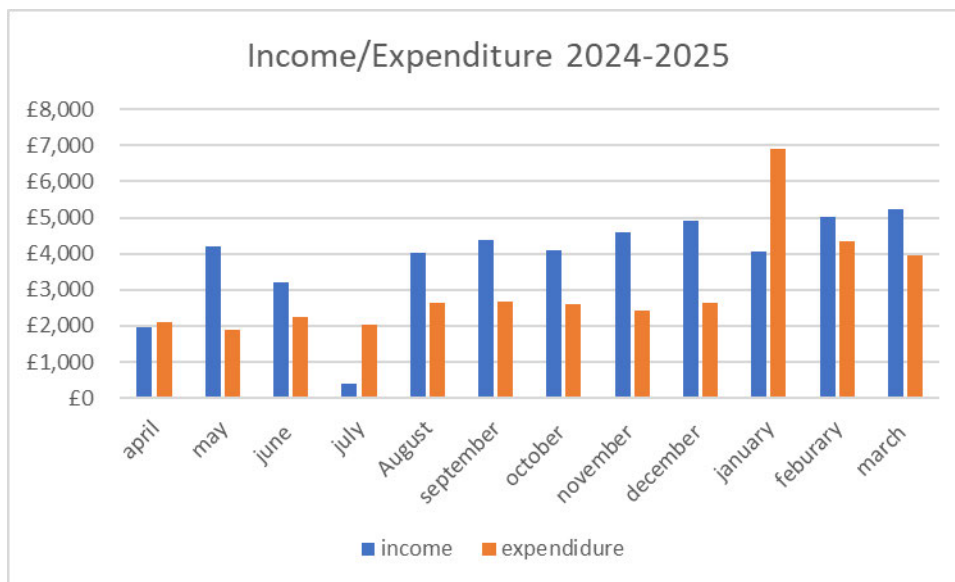


Figure 3: Income/Expenditure April 2024-March 2025

Financial Review

Statement of Reserves Policy:

The trustees consider it desirable that annual expenditure is met out of annual income. It is the objective of the trustees to achieve as nearly as possible a small surplus each year but not to build up reserves unless there is a specific known need in the future.

Details of any deficit:

There was no financial deficit this year, the Trustees will continue to monitor this throughout the forthcoming year.

Details of Donated Facilities & Services:

The Charity benefits from the time given by all the Trustees to the running of the Charity, including monitoring, supervision and meeting times.

Statement of Trustees Responsibilities

The members of the Charity must prepare financial statements which give sufficient detail to enable an appreciation of the transactions of the Charity during the financial year. The members of the Charity are responsible for keeping proper accounting records which, on request, must reflect the financial position of the Charity at that time. This must be done to ensure that the financial statements comply with the Charities and Trustee Investment (Scotland) Act 2005, the Charities Accounts (Scotland) Regulations 2006.

They are also responsible for safeguarding the assets of the Charity and must take reasonable steps for the prevention and/or detection of fraud and other irregularities.

Approved by the Trustees and signed on their behalf by:


Chairperson


Dated:



Receipts & Payments Account Year Ended 31st March 2025

	Notes	Un Restricted	Restricted Funds	Total 2025	Total 2024
Receipts					
Donations		0.00	0.00	0.00	0.00
Receipts from Fund Raising Activities		0.00	0.00	0.00	0.00
Other Charitable Activities	1	45,259.00	0.00	45,259.00	30,763.00
Grants	2	0.00	1,125.00	1,125.00	250.00
Total Receipts		45,259.00	1,125.00	46,384.00	31,013.00
Payments					
Expenses from Fund Raising Activities		0.00	0.00	0.00	0.00
Expenses from Charitable Activities	3	36,186.14	0.00	36,186.14	25,222.30
Independent Examination		250.00	0.00	250.00	250.00
Total Payments		36,436.14	0.00	36,436.14	24,472.38
Net Receipts/(Payments)		8,822.86	1,125.00	9,947.86	5,540.62
Transfer between Funds		0.00	0.00		
Surplus/(Deficit) for Year		8,822.56	1,125.00	9,947.86	5,540.62
Statement of Balances As at 31st March 2025					
		Un Restricted	Restricted Funds	Total 2025	Total 2024
Balances at Start of Year		26,603.01	0.00	26,603.01	21,062.39
Surplus/(Deficit) for Year		8,822.56	1,125.00	9,947.86	5,540.62
Balances at End of Year		35,425.87	1,125.00	36,550.87	26,603.01
Other Assets					
See note 6				63.94	63.94
Liabilities					
No Outstanding Liabilities					

Financial Statements approved by the Charity and signed on its behalf by:



.....

Dated:

Notes to the Accounts

	2025	2024
1. Other Charitable Activities		
Fees	45,259.00	29,320.00
Student Access Fund	0.00	1,443.00
	£45,259.00	£30,763.00
2. Grants		
Tesco	1,125.00	0.00
Cornerstone House Centre Ltd	0.00	250.00
	£1,125.00	£250.00
3. Expenses from Charitable Activity		
Staff Wages	30,068.55	20,299.16
HMRC	1,265.28	167.73
Pension Payments (Employer & Employee)	431.10	445.20
Payroll Costs	573.60	621.40
Rent	2,494.50	2,599.05
Stationery/Racecourses	1,000.00	650.00
Mobile Phone Top Up	65.00	60.00
Insurance	253.11	362.84
Care Inspectorate	35.00	17.00
	£36,186.14	£25,222.38
4. Trustee Remuneration and Related Party Transactions		
The Trustees did not receive any remuneration or expenses during the year.		
5. Nature & Purpose of Funds		
The statements of account for the year show the financial figures for the Charity. Grants received are restricted for the sole use of the Charity and its running costs.		
6. Assets held as at 31st March 2025		
Printer	63.94	
2 x Laptops	0.00	
Total	£63.94	

Independent Examiner's Report on the Accounts

Report to the trustees of St Helen's Out of School Care
Registered charity number SC031705
On the accounts of the charity for the period to 31st March 2025
Set out on Pages 9 to 10

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) 2005 Act 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 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 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:

Relevant professional qualification(s) or body:
