

Mill of Mains Out of School Care Club



Annual Report & Financial Statements

For the Year Ended 31st March 2020



Scottish Charity No SC034563

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Trustees' Annual Report

For the Year Ended 31st March 2020

The trustees have pleasure in presenting their report together with the financial statements and the independent examiner's report for the year ended 31st March 2020.

Reference & Administrative Information

Charity Name

Mill of Mains Out of School Care Club

Charity No

SC034563

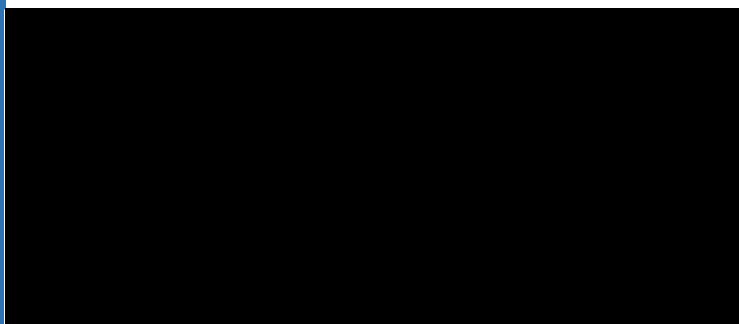
Registered Address

7 Webster Court, Arbroath, DD11 4HE

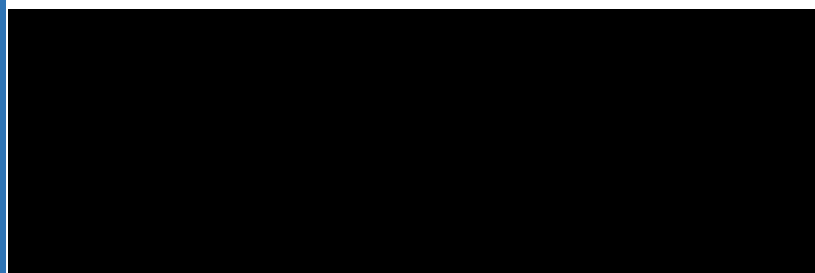
Operating Address

Mill of Mains Primary School, Barns of Claverhouse Road, Dundee, DD4 9RD.

Current Trustees



Other Trustees who served during the year



Resigned March 2020
Resigned March 2020
Resigned February 2020
Resigned September 2019

Structure Governance & Management

Constitution

The Charity is a SCIO (Scottish Charitable Incorporated Organisation). It is governed by its constitution which was adopted when the club was set up and last amended on 27th March 2013 when the charity changed its constitutional form. The Club was granted charitable status by OSCR in May 2003.

Appointment of Trustees

The management committee, which normally meets every 6 – 8 weeks, 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 which is normally held in either September. Under the constitution, there must be a minimum of 5 trustees. All trustees must stand down after 2 years but can be re-elected.

Management

The trustees are responsible for the strategic direction and governance of the Club, whilst day-to-day running is delegated to the Club's Manager and Supervisor, who are paid members of staff. The club also employs playworkers who work each day with volunteers helping when requested. The Club Manager attends the trustee meetings to give a report and discuss progress and development.

The trustees are responsible for approving policies and are aware of their legal responsibilities including SCSWIS registration, comprehensive insurance, health and safety, safe recruitment etc. All staff members and volunteers have enhanced disclosures which are renewed under the Protection of Vulnerable Groups (PVG) Scheme.

Objectives & Activities

Charitable purposes

The objects of the club are to promote the care and education of the children in need of care during out of school hours and school holidays.

The club promotes the provision of facilities for the recreation & leisure-time occupation of children in the interests 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.
- ❖ 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 with an open door policy.

The club is open to children attending Mill of Mains Primary School after school and for any child during school holidays and in-service days.

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.

We have access to the school play ground and the gym hall where we offer a variety of physical activities. Visits from outside agencies are organised to give the children a chance to take part in a more varied range of activities, including circus skills, dance, sports games and many more.

The holiday and in-service day programmes offer the service users a full and exciting programme including full day and half day trips to a variety of places in the local area and further afield i.e. Active Kids, Kids World and the Deer Centre. There is a small additional charge made for the cost of transport to and from the venues.

Achievements & Performance

We continue to offer Breakfast Club and Afterschool Club. We do not offer holiday care as there is still not enough demand. We do offer care at Hilltown OOSCC which a few parents use and where I manage the holiday programme. We have a wide range of toys, equipment, IT equipment for both indoor and outdoor use. We have access to large outdoor spaces within the school grounds and also have the use of the gym hall. Children have the freedom to choose what they want to do and where they want to go. We have a waiting list which remains steady.

Financial Review

The principal funding source of the charity is the weekly fees received from service users. Additional income is generated through fundraising activities and occasional grant income.

Receipts on the unrestricted fund were £33,470 (2019 - £32,357). Payments for the year from unrestricted funds were £30,026 (2019 - £31,373). The club made a surplus of £3,444 in this financial year (previous year: surplus of £984).

The trustees are continuing to implement strict financial management to meet the ongoing activities of the charity.

Reserves Policy

The trustees' policy is to maintain reserves to enable the club to operate for a whole school term and meet all its liabilities on winding up. Reserves at the end of the year were £7,734 which is below the target range.

Plans for Future Periods

Trustees intend to continue to improve the provision the club already provides. Staff continue to develop their knowledge and understanding through courses throughout the year. Due to Coronavirus and we are about to go into a national lockdown all other plans have been put on hold.

Approved by the trustees on 7/5/21 and signed on their behalf by:

Sarah Stewart – Chair

For the Year Ended 31st March 2020

Independent Examiner's Report to the Trustees of Mill of Mains Out of School Club

I report on the financial statements of the charity for the year ended 31st March 2020, which are set out on pages 7 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 ("the 2005 Act") and the Charities Accounts (Scotland) Regulations 2006 (as amended) ("the 2006 Regulations"). 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.

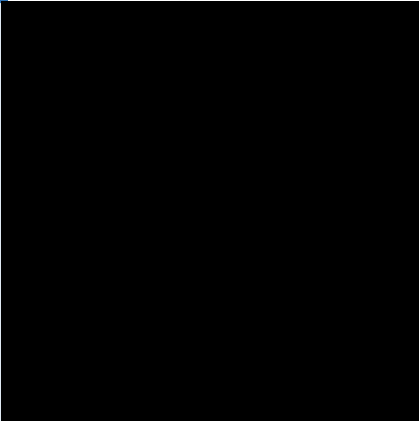
Basis of Independent Examiner's Statement

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.



Date: 17 May 2021

Statement of Receipts and Payments – For the Year Ended 31st March 2020

Receipts	Note	Unrestricted Funds £	Restricted Funds £	Total 2020 £	Total 2019 £
Voluntary Receipts					
Fund Raising		19	-	19	57
Receipts from Charitable Activities					
Fees		33,451	-	33,451	32,300
Total Receipts		33,470	-	33,470	32,357
Payments					
Cost of Charitable Activities	4	30,026	-	30,026	31,046
Governance Costs	5	-	-	-	250
Purchase of Equipment		-	-	-	77
Total Payments		30,026	-	30,026	31,373
Surplus for the year		3,444	-	3,444	984

Statement of Balances – As at 31st March 2020

Funds Reconciliation	Unrestricted Funds £	Restricted Funds £	Total 2020 £	Total 2019 £
Cash at Bank & In Hand – 31/03/2019	4,290	-	4,290	3,306
Surplus/(Deficit) for year	3,444	-	3,444	984
Cash at Bank & In Hand – 31/03/2020	7,734	-	7,734	4,290

Bank & Cash Balances	Total 2020 £	Total 2019 £
Bank Account	7,634	4,190
Cash in Hand	100	100
	7,734	4,290

Other Assets		
Play Equipment	1,751	3,452
Other Equipment	24	48
Trade Debtors	519	577
	2,294	4,077

Liabilities		
Independent Examination	500	250
Charitable Activities	2,721	672
	3,221	922

The Group has no other material liabilities, contingent liabilities or obligations.

The Notes on page 9 form an integral part of these accounts

Approved by the trustees 10/5/21 and signed on their behalf by:-



Notes to the Accounts – For the Year Ended 31st March 2020**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. The trustees maintain a single unrestricted fund for the day-to-day running of the Club.

Restricted funds may only be used for specific purposes. Restrictions arise when specified by the donor or when funds are raised for specific purposes.

3 Related Party Transactions

The Club's insurance policy includes Trustee Indemnity Insurance for all its trustees. No other remuneration was paid to the trustees or to any connected persons during the year.

No expenses were paid to any charity trustee during the year.

4. Cost of Charitable Activities

	Unrestricted Funds £	Restricted Funds £	Total 2020 £	Total 2019 £
Wages & National Insurance	27,803	-	27,803	27,774
Play Materials	51	-	51	289
Catering & Consumables	104	-	104	942
Staff/Volunteer Expenses (inc. training)	111	-	111	186
Insurance	373	-	373	371
Trips & Activities	310	-	310	274
Postage, Stationery & Telephone	794	-	794	730
Payroll Services	480	-	480	480
	30,026	-	30,026	31,046

5. Governance costs

	Total 2020 £	Total 2019 £
Independent Examiner's Fee	-	250
	-	250