

Hilltown Out of School Club



Annual Report & Financial Statements For the Year Ended 31 March 2025



Scottish Charity No SC044502

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Trustees' Annual Report

For the Year Ended 31 March 2025

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 2025.

Reference & Administrative Information

Charity Name

Hilltown Out of School Club

Charity No SC044502

Address

Coldside Campus, 15 Alexander Street, Dundee, DD3 7DL

Current Trustees

Chairperson

Secretary

Treasurer

from 11/11/2024

from 11/11/2024

:

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 opened in July 1995 and was last amended in December 2013 when the club changed its constitutional form. The Club was granted charitable status by OSCR on 10th December 2013.

Appointment of Trustees

The management committee, which normally meets every 6 – 8 weeks, are the 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 November each year. Under the constitution, there must be a minimum of 5 elected members (3 office bearers and 2 ordinary members) who must stand down and be re-elected each year and not serve for more than 3 consecutive years.

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 and Supervisor, who are paid members of staff. The club also employs several playworkers who work each day with volunteers helping when requested. The Manager and Supervisor attend 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 the children. In addition to comprehensive insurance, the staff and volunteers all have enhanced disclosures 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 care and education 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 Rosebank, Our Lady's, Dens Road and St Peters & Pauls Primary Schools can attend after school with the service being open to all children during school holidays and in-service days.

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.

Activities

The start of this report period saw our former member of staff [REDACTED] come back to work with us initially to prepare, serve and clear up after snack but she was then able to take on a Playworker role as well. As we had recently lost two members of staff we were also able to appoint our Foundation Apprentice to a Playworker post. She left in the summer and we were joined by [REDACTED]. Both [REDACTED] started work on their SVQ 3 which they completed during 2025. We made a decision a while back to stop having students working with us as they understandably don't undertake the SVQ training that is a condition of working in Out of School Care. As a result the end of this reporting period saw our final student [REDACTED] leave us as she had finished her degree. We now have a permanent and fully qualified staff team with [REDACTED] ready to start the PDA level 9 in late 2025.

We continued to be busy with After School Care with a rising demand for both P1 places and also for older children and this is a trend that we expect to continue. As ever we lost some children to Grey Lodge but a pleasing development has been that a lot more children are staying on in to Primaries 6 and 7 than in the past.

Holidays continue to be quiet but provide a vital service for those families who need it with some children just attending for holiday care. We are continuing for now with a pattern of closing for two weeks at Christmas and two in the summer but opening most other holiday and in service days. We have taken the children on a wide range of outings. The low numbers mean we can use our former St Peter and Pauls driver [REDACTED] to take the children places which is safer and quicker than using public transport.

We have as ever had a big focus on outdoor play with lots of children learning to ride a bike at the club. We have also supported children from Rosebank attending after school activities as they can attend them and then come back to us every evening except for Friday. Staff have continued to access a wide range of training with all the Playwork Team attending First Aid training just before the start of the 24/25 school session and many of the team accessing both child protection and training for working with children with additional support needs as well as some play training.

We found out towards the end of the period that the music sessions were likely moving to the new Greenfields campus giving us access to the hall on more evenings and also that we were eligible for funding for a new breakfast club service. More on both of these in next years report. We continue to be supported by Dundee City Council with a free let and free janitorial services. A fantastic OSC support worker [REDACTED] was in post supporting us from January 2025 for a few months.

During this period we were joined at the AGM on 11th November on the Board of Directors by two new parents [REDACTED]. [REDACTED] is a Dens Road parent and [REDACTED] Our Lady's.

Future Plans

The charity's main aims for the forthcoming year are:-

1. To develop a Breakfast Club with support from Bright Starts funding for the first year
2. To continue to run a holiday club and in service provision other than in the Christmas holidays
3. To continue to work in partnership with our parents, schools, community organisations, DCC and the OSC Managers Network

Financial Review

Receipts for the year were £80,796 (2024 - £84,169), all of which are unrestricted. The principal funding source of the club continues to be the weekly fees received from service users. In addition the charity received grants totaling £685.

Payments for the year were £82,798 (2024 - £85,186).

The club made a deficit in this financial year of £2,002 (previous year: deficit of £1,017).

Reserves Policy

The trustees' policy is to maintain reserves at around 2-3 months of normal running costs in order to meet commitments and to cover any unexpected expenditure. Reserves at the end of this financial year were £1,353, which is still below the target range.

Approved by the trustees on 31 December 2025 and signed on their behalf by:



Chairperson

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Independent Examiner's Report

For the Year Ended 31 March 2025

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

I report on the financial statements of the charity for the year ended 31 March 2025, which are set out on pages 8 to 11.

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.

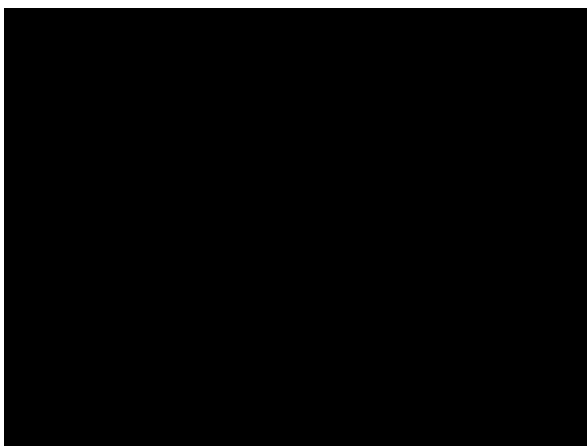
Basis of Independent Examiner's Statement

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: 31 December 2025

Statement of Receipts and Payments – For the Year Ended 31 March 2025

Receipts	Note	Restricted Funds	Unrestricted Funds	Total 2025	Total 2024
Receipts from Charitable Activities					
Fees		-	80,111	80,111	82,625
Grants	4	-	685	685	1,044
Donations			-	-	500
		-	80,796	80,796	84,169
Total Payments					
Cost of Fund Raising		-	-	-	-
Cost of Charitable Activities	5	-	82,783	82,783	85,146
Governance Costs	6	-	-	-	-
Purchase of Equipment		-	15	15	40
		-	82,798	82,798	85,186
(Deficit) for year		-	(2,002)	(2,002)	(1,017)

The Notes on pages 10 and 11 form an integral part of these accounts.

Statement of Balances – As at 31 March 2025

Funds Reconciliation	Restricted Funds	Unrestricted Funds	Total 2025	Total 2024
Cash at Bank & In Hand - 31/03/2024	-	3,355	3,355	4,372
(Deficit) for year	-	(2,002)	(2,002)	(1,017)

Cash at Bank & In Hand - 31/03/2025	-	1,353	1,353	3,355
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Bank & Cash Balances	Total 2025	Total 2024
Bank Account	1,173	3,175
Cash in Hand	180	180
	1,353	3,355

Other Assets

Play & Other Equipment	149	336
	149	336

Liabilities

Charitable Activities (various)	14,395	7,259
Governance Cost	500	250
Total	14,895	7,509

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

The Notes on pages 10 and 11 form an integral part of these accounts.

Approved by the trustees on 31 December 2025 and signed on their behalf by:-

Chairperson

Treasurer

Notes to the Accounts – For the Year Ended 31 March 2025

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. 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 Grants

	2025	2024
Dundee City Council	-	840
LACD	685	204
	<hr/> 685	<hr/> 1,044

5. Cost of Charitable Activities

	Restricted Funds	Unrestricted Funds	Total 2025	Total 2024
Wages & National Insurance	-	77,298	77,298	77,693
Play Materials	-	212	212	212
Catering & Consumables	-	1,410	1,410	1,051
Staff/Volunteer Expenses	-	(65)	(65)	460
Insurance	-	967	967	1,671
Trips & Activities	-	983	983	1,797
Phone & Internet	-	495	495	288
Postage, Stationery	-	348	348	192
Registration & Membership Costs	-	110	110	294
Bank Charges	-	-	-	-
Payroll Services	-	1,002	1,002	988
Taxis	-	23	23	500
Other	-	-	-	-
	<hr/> -	<hr/> 82,783	<hr/> 82,783	<hr/> 85,146

6. Governance Costs

	Total 2025	Total 2024
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Annual Accounts & Independent Examiner's Fee	-	-
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