

APPENDIX 1



Office of the Scottish Charity Regulator

Trustees' Annual Report for the period							
Period start date				Period end date			
	Day	Month	Year		Day	Month	Year
From	01	Apr	2024	To	31	March	2025

Reference and administration details

Charity name	Gorebridge Out of School Care		
Other names charity is known by			
Registered charity number	SC045276		
Charity's principal address			
			Postcode

Names of the charity trustees on date of approval of Trustees' Annual Report

	Trustee name	Office (if any)	Dates acted if not for whole year	Name of person (or body) entitled to appoint trustee (if any)
1		Chair		
2		Treasurer		
3		Deputy Chair		
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				

## Reference and administration details

Names of all other charity trustees during the period, if any, (for example, those who resigned part way through the financial period)

Name	Dates acted if not for whole year

## Structure, governance and management

Type of governing document

The organisation is a SCIO and has a constitution which sets out the overall governance of the organisation.

Trustee recruitment and appointment

Trustees are recruited in line with the procedure set out in the constitution. All trustees are either parents of children who use the out of school care, or whose children have previously used the out of school care.

## Objectives and activities

Charitable purposes

a) To promote the care and education of children in the Gorebridge area and surrounding District who are in need of care during out of school hours and school holidays; and b )To provide, or assist in the provision of facilities in the interests of the social welfare for recreation and play time occupation of such children with the object of improving their conditions of life.

Summary of the main activities in relation to these objects

Gorebridge Out of School Care provides a breakfast club, after school club and holiday club for primary-school aged children in Gorebridge and the surrounding areas. It is the only organisation delivering this provision in the area.

In doing this, it supports local people to be able to work and also provides employment and training for staff.

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### Achievements and performance

Summary of the main achievements of the charity during the financial period

April 2024 to March 2025, has seen the organisation:

- Remain on a stable financial footing with an increase in unrestricted funds at the year end achieving the reserve target previously set. This has been achieved by careful financial planning and continues to be a focus for 24/25 with increases to staff costs.
- Operating close to capacity and therefore being able to provide opportunity for childcare to as many families as the space we utilise allows.
- Opening of a new care service at Gore Glen Primary. The work to achieve this has included implementing a new staffing structure, working with the School to negotiate appropriate access, gaining Care Inspectorate approval and equipping and opening the new service.

### Financial review

**Brief statement of the charity's policy on reserves**

The reserves policy for Gorebridge Out of School Care seeks to ensure that the organisation can always meet its statutory obligations. These relate to the need to be able to pay redundancy to staff should the organisation cease to be a going concern or need to close for any other reason. There are no other significant costs that need to be included in the reserves policy, as the arrangement for room hire can be cancelled at short notice.

Given that staff have been employed by the organisation for different lengths of time (and there are many long standing members of staff), there is no one static figure that represents the level of reserves needed to achieve this. As a result, committee members have agreed that having a minimum of three months staffing costs would ensure all commitments could be covered.

This target has been met with reserves currently standing at 3.25months of running costs and 4months of staffing costs as at March 2025. The reserve ratio is likely to drop in early 2025 as a result of significant increases in minimum wage and NI which will increase operating costs.

The reserves policy will be reviewed by the committee if staffing levels change and will also be reviewed six-monthly to ensure it continues to fairly reflect the organisation's legal responsibilities.

**Details of any deficit**

N/A

**Donated facilities and services (if any)**

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**Other optional information**

**Declaration**

The trustees declare that they have approved the trustees’ report above.

Signed on behalf of the charity’s trustees

Signature(s)

<div></div>	
Chair	
Date	5/12/2025

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## Receipts and payments accounts

For the period from	Period start date			to	Period end date		
	Day	Month	Year		Day	Month	Year
	01	APRIL	2024		31	MARCH	2025

### Section A Statement of receipts and payments

	Unrestricted funds	Restricted funds	Expendable endowment funds	Permanent endowment funds	Total funds current period	Total funds last period
	to nearest £	to nearest £	to nearest £	to nearest £	to nearest £	to nearest £
<b>A1 Receipts</b>						
Donations					-	
Legacies					-	
Grants	828				828	4,486
Receipts from fundraising activities					-	
Gross trading receipts	155,300				155,300	136,828
Income from investments other than land and buildings					-	
Rents from land & buildings					-	
Gross receipts from other charitable activities					-	
					-	
<b>A1 Sub total</b>	<b>156,128</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>156,128</b>	<b>141,314</b>
<b>A2 Receipts from asset &amp; investment sales</b>						
Proceeds from sale of fixed assets					-	
Proceeds from sale of investments					-	
<b>A2 Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total receipts</b>	<b>156,128</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>156,128</b>	<b>141,314</b>
<b>A3 Payments</b>						
Expenses for fundraising activities					-	
Gross trading payments	145,305				145,305	139,872
Investment management costs					-	
Payments relating directly to charitable activities					-	
Grants and donations					-	
Governance costs:					-	
Audit / independent examination					-	
Preparation of annual accounts					-	
Legal costs					-	
Other					-	
					-	
<b>A3 Sub total</b>	<b>145,305</b>				<b>145,305</b>	<b>139,872</b>
<b>A4 Payments relating to asset and investment movements</b>						
Purchases of fixed assets					-	
Purchase of investments					-	
<b>A4 Sub total</b>	<b>145,305</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>136,599</b>
<b>Total payments</b>	<b>145,305</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>145,305</b>	<b>139,872</b>
<b>Net receipts / (payments)</b>	<b>10,823</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>10,823</b>	<b>1,442</b>
<b>A5 Transfers to / (from) funds</b>						
					-	
<b>Surplus / (deficit) for year</b>	<b>10,823</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>10,823</b>	<b>1,442</b>

## Section B Statement of balances

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Expendable endowment funds to nearest £	Permanent endowment funds to nearest £	Total current period to nearest £	Total last period to nearest £
B1 Cash funds	Cash and bank balances at start of year	28,137					28,137
	Surplus / (deficit) shown on receipts and payments account	10,823					
	PY Jml Adj	1,442					
	Cash and bank balances at end of year (Agree balances with receipts and payments account(s))	40,402					28,137

	Details	Fund to which asset belongs	Market valuation to nearest £	Last year to nearest £
B2 Investments				
		Total	-	-

	Details	Fund to which asset belongs	Cost (if available) to nearest £	Current value (if available) to nearest £	Last year to nearest £
B3 Other assets					
		Total	-	-	-

	Details	Fund to which liability relates	Amount due to nearest £	Last year to nearest £
B4 Liabilities				
		Total	-	-

	Details	Fund to which liability relates	Amount due (estimate) to nearest £	Last year to nearest £
B5 Contingent liabilities				
		Total	-	-

Signed by one or two trustees  
on behalf of all the trustees

Signature

Print Name

Date of approval

					05 December 2025

## Section C Notes to the Accounts

**C1 Nature and purpose of funds** (may be stated on analysis of funds worksheets)

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### C2 Grants

Type of activity or project supported	Individual / institution	Number of grants made	£
Grant		1	823
Total			

### C3a Trustee remuneration

If no remuneration was paid during the period to any charity trustee or person connected to a trustee cross this box (otherwise complete section 3b)	X
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### C3b Trustee remuneration - details

Authority under which paid	£

### C4a Trustee expenses

If no expenses were paid to any charity trustee during the period then cross this box (otherwise complete section 4b)	X
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### C4b Trustee expenses - details

	Number of trustees	£

### C5 Transactions with trustees and connected persons

Nature of relationship	Nature of transaction	Transaction amount (£)	Balance outstanding at period end (£)

### C6 Other information

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**Additional analysis (1)****Analysis of receipts and payments****1 Donations**

	Unrestricted funds to nearest £	Restricted funds to nearest £	Expendable endowment funds to nearest £	Permanent endowment funds to nearest £	Total current period to nearest £	Total last period to nearest £
					-	
					-	
					-	
					-	
<b>Total</b>	-	-	-	-	-	-
	-	-	-	-	-	-

**2 Grants**

	Unrestricted funds to nearest £	Restricted funds to nearest £			Total current period to nearest £	Total last period to nearest £
					-	
					-	
					-	
					-	
<b>Total</b>	-	-			-	-
	reference	-			reference	reference

**3 Gross receipts from other charitable activities**

	Unrestricted funds to nearest £	Restricted funds to nearest £	Expendable endowment funds to nearest £	Permanent endowment funds to nearest £	Total current period to nearest £	Total last period to nearest £
					-	
					-	
					-	
					-	
					-	
					-	
					-	
<b>Total</b>	-	-	-	-	-	-
	-	-	-	-	-	-

**4 Payments relating directly to charitable activities**

	Unrestricted funds to nearest £	Restricted funds to nearest £	Expendable endowment funds to nearest £	Permanent endowment funds to nearest £	Total current period to nearest £	Total last period to nearest £
					-	
					-	
					-	
					-	
					-	
					-	
					-	
					-	
<b>Total</b>	-	-	-	-	-	-
	-	-	-	-	-	-

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## Additional analysis (2)

### 5 Breakdown of unrestricted funds

	Unrestricted fund 1 - enter name of fund below	Unrestricted fund 2 - enter name of fund below	Unrestricted fund 3 - enter name of fund below	Unrestricted fund 4 - enter name of fund below	Total unrestricted funds	Total unrestricted funds last period
<b>Receipts</b>						
Donations					-	
Legacies					-	
Grants					-	
Receipts from fundraising activities					-	
Gross trading receipts					-	
buildings					-	
Rents from land & buildings					-	
Gross receipts from other charitable activities					-	
<b>Sub total</b>	-	-	-	-	-	-
					cross ref error	
<b>Receipts from asset &amp; investment sales</b>						
Proceeds from sale of fixed assets					-	
Proceeds from sale of investments					-	
<b>Sub total</b>	-	-	-	-	-	-
<b>Total receipts</b>	-	-	-	-	-	-
					cross ref error	
<b>Payments</b>						
Expenses for fundraising activities					-	
Gross trading payments					-	
Investment management costs					-	
Payments relating directly to charitable activities					-	
Grants and donations					-	
Governance costs:					-	
Audit / independent examination					-	
Preparation of annual accounts					-	
Legal costs					-	
					-	
<b>Sub total</b>	-	-	-	-	-	-
					cross ref error	
<b>Payments relating to asset and investment movements</b>						
Purchases of fixed assets					-	
Purchase of investments					-	
<b>Sub total</b>	-	-	-	-	-	-
					cross ref error	
<b>Total payments</b>	-	-	-	-	-	-
					cross ref error	
<b>Net receipts / (payments)</b>	-	-	-	-	-	-
<b>Transfers to / (from) funds</b>					-	
<b>Surplus / (deficit) for year</b>	-	-	-	-	-	-
					cross ref error	
<b>Nature and purpose of funds</b>						

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**Additional analysis (3)****6 Breakdown of restricted funds**

	Restricted fund 1 - enter name of fund below	Restricted fund 2 - enter name of fund below	Restricted fund 3 - enter name of fund below	Restricted fund 4 - enter name of fund below	Total restricted funds	Total restricted funds last period
<b>Receipts</b>						
Donations					-	
Legacies					-	
Grants					-	
Receipts from fundraising activities					-	
Gross trading receipts					-	
Income from investments other than land and buildings					-	
Rents from land & buildings					-	
Gross receipts from other charitable activities					-	
<b>Sub total</b>	-	-	-	-	-	-
<b>Receipts from asset &amp; investment sales</b>						
Proceeds from sale of fixed assets					-	
Proceeds from sale of investments					-	
<b>Sub total</b>	-	-	-	-	-	-
<b>Total receipts</b>	-	-	-	-	-	-
<b>Payments</b>						
Expenses for fundraising activities					-	
Gross trading payments					-	
Investment management costs					-	
Payments relating directly to charitable activities					-	
Grants and donations					-	
Governance costs:					-	
Audit / independent examination					-	
Preparation of annual accounts					-	
Legal costs					-	
					-	
					-	
<b>Sub total</b>	-	-	-	-	-	-
<b>Payments relating to asset and investment movements</b>						
Purchases of fixed assets					-	
Purchase of investments					-	
<b>Sub total</b>	-	-	-	-	-	-
<b>Total payments</b>	-	-	-	-	-	-
<b>Net receipts / (payments)</b>	-	-	-	-	-	-
<b>Transfers to / (from) funds</b>					-	
<b>Surplus / (deficit) for year</b>	-	-	-	-	-	-

**Nature and purpose of funds**

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