

Happy Times Out of School Club



Annual Report & Financial Statement For the Year Ended 30 April 2025

Scottish Charity No: SC048097

Trustees Annual Report

For the year ended 30 April 2025

The trustees have pleasure in presenting their report together with the financial statements for the year ended 30 April 2025

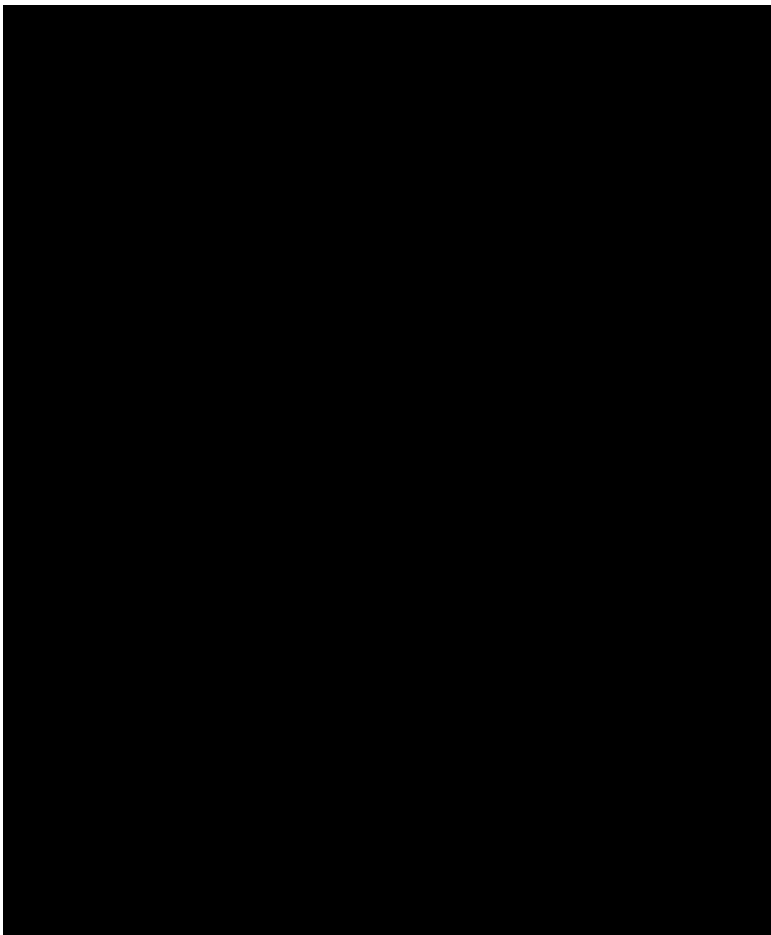
Reference and Administrative Information

Charity Name

Happy Times Out of School Club

Charity No

SC048097



Objectives and Activities

Charitable purposes

To provide social and educational care facilities for children of primary school age, including children with additional support needs, after school, during school holidays and in-service days.

Happy Times Out of School Club aims to:

- Provide a safe, caring, nurturing, fun, child led environment
- Provide an inclusive environment where all children feel valued and supported
- Promote positive behaviour and friendships
- Provide play opportunities that promotes all children's confidence and self-esteem, stimulates their interest and imagination
- Ensure all children can express their individuality
- Work in partnership with parents/carers and have an open door policy
- Provide a staff team that evaluates and reflects on their work practices to ensure the needs of all children and parents/carers are met

Activities

The out of school club operates for children from 3.15pm to 5.45pm during term time and from 8am to 5.45pm during school holidays and in-service days. Varied activities are provided to encourage development and stimulate the children's imagination in a nurturing environment.

The club has daily access to the school playground and gym hall for indoor and outdoor physical play. There are various activities on offer throughout the sessions including arts and craft, baking, board games, sensory/messy play, outdoor play etc. The club also has visits from outside agencies including animal handling and sports coaching.

During school holidays and in- service days the children can benefit from trips out in the local community including walks to the local parks, visits to local museums, science centre, trampoline centre etc. Breakfast and snacks are provided for children attending during school holidays and in-service days. Snacks are provided for children attending the after school provision.

Structure, Governance and Management

Constitution

The charity is a Scottish Charitable Incorporated Organisation (SCIO). It was registered in its current legal form on 23 January 2018. The charity was previously an unincorporated association but changed to its legal form to a SCIO. The assets of the unincorporated association were transferred to the SCIO on 23 January 2018.

Appointment of Trustees

The management committee, which meets approximately six times per year, are the charity's trustees. Membership of the management committee is open to all parents/carers of children using the service. Trustees are elected at the annual general meeting. There must be a minimum of four trustees and a maximum of eight trustees. There was no treasurer appointed for part of this financial year.

Management

The management are responsible for the strategic direction and governance of the club, whilst day to day management is delegated to the club manager, who is a paid member of staff. The club also employs several support workers. The club manager attends the trustee meetings to give a report and to discuss progress and development of the club. The trustees are aware of their responsibility for the overall Health and Safety, especially for all the children attending. In addition to comprehensive insurance, all staff are recruited under a strict vetting policy, all have enhanced disclosures (PVG) which are renewed every 3 years and are required to meet the regulations for Scottish Social Services Council (SSSC) registration.

Achievements & Performance

This year the club manager and staff team have worked extremely hard to ensure that the service is inclusive for all children and expanded the provision to include more children with additional support needs. Due to funding from the Early Adopter Project the club has been able to replace and update resources and furniture, making the environment more inclusive and child friendly.

The staff team are committed to developing their own knowledge and skills and have undertaken relevant courses and SVQ training, therefore, ensuring that the children's differing needs and preferences have been catered for through a fun packed activity programme.

The children have enjoyed various outings over the summer to Ryze, V&A Dundee, Science Centre, visiting local parks using public transport, as well as many, many activities held within the club premises.

The management committee would, therefore, like to express their thanks to all the staff for their efforts, enthusiasm and commitment over the year.

Financial Review

The principal funding source for the charity this year was from Dundee City Council via the Early Adopter Communities project. This project is a key element of the Scottish Government's School Age Childcare Transformational Change Programme and aims to design and build a system of school age childcare that provides care all year round and supports parents and carers, particularly on low incomes, to have secure and stable employment.

The other main source of income was through the fees received from service users. All receipts this year were unrestricted and totalled £168,310.78.

Payments for the year totalled £120,415.62. The Club's income less expenditure for 2024/2025 showed a surplus of £47,895.16.

Reserves Policy

The trustees policy is to maintain reserves at around two months of expected running costs to meet commitments and cover any unexpected expenditure. While running costs have increased significantly this year due to the increased intake, particularly for children with additional needs, due to the additional funding, at the end of the year, reserves were £57,785.60. Even with higher monthly running costs this is above the target range.

Future Plans

The trustees, along with the club manager and staff team plan to continue to develop an inclusive service that provides a safe, welcoming and nurturing environment for the benefit of children across the city of Dundee. The club is currently in discussions with the headteacher of the school to take over the breakfast club later in the year.

Declaration

Signed on behalf of the charity trustees:

	
Designation: CHAIRPERSON	
Date: 24/01/2026	

Happy Times Out of School Club

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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	May	2024		30	April	2025

Section A Statement of receipts and payments

	Unrestricted funds to nearest £	Restricted funds to nearest £	Expendable endowment funds to nearest £	Permanent endowment funds to nearest £	Total funds current period to nearest £	Total funds last period to nearest £
A1 Receipts						
Donations					-	1,281
Legacies					-	
Grants	146,609				146,609	32,134
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	21,702				21,702	31,697
					-	
A1 Sub total	168,311	-	-	-	168,311	65,112
A2 Receipts from asset & investment sales						
Proceeds from sale of fixed assets					-	
Proceeds from sale of investments					-	
A2 Sub total	-	-	-	-	-	-
Total receipts	168,311	-	-	-	168,311	65,112
A3 Payments						
Expenses for fundraising activities					-	
Gross trading payments					-	
Investment management costs					-	
Payments relating directly to charitable activities	120,416				120,416	68,411
Grants and donations					-	1,023
Governance costs:					-	
Audit / independent examination					-	
Preparation of annual accounts					-	
Legal costs					-	
Other					-	
					-	
A3 Sub total	120,416	-	-	-	120,416	69,434
A4 Payments relating to asset and investment movements						
Purchases of fixed assets					-	
Purchase of investments					-	
A4 Sub total	-	-	-	-	-	-
Total payments	120,416	-	-	-	120,416	69,434
Net receipts / (payments)	47,895	-	-	-	47,895	(4,322)
A5 Transfers to / (from) funds					-	
Surplus / (deficit) for year	47,895	-	-	-	47,895	(4,322)

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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	May	2024		30	April	2025

Section A Statement of receipts and payments

	Unrestricted funds to nearest £	Restricted funds to nearest £	Expendable endowment funds to nearest £	Permanent endowment funds to nearest £	Total funds current period to nearest £	Total funds last period to nearest £
A1 Receipts						
Donations					-	1,281
Legacies					-	
Grants	146,609				146,609	32,134
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	21,702				21,702	31,697
					-	
A1 Sub total	168,311	-	-	-	168,311	65,112
A2 Receipts from asset & investment sales						
Proceeds from sale of fixed assets					-	
Proceeds from sale of investments					-	
A2 Sub total	-	-	-	-	-	-
Total receipts	168,311	-	-	-	168,311	65,112
A3 Payments						
Expenses for fundraising activities					-	
Gross trading payments					-	
Investment management costs					-	
Payments relating directly to charitable activities	120,416				120,416	68,411
Grants and donations					-	1,023
Governance costs:					-	
Audit / independent examination					-	
Preparation of annual accounts					-	
Legal costs					-	
Other					-	
					-	
A3 Sub total	120,416	-	-	-	120,416	69,434
A4 Payments relating to asset and investment movements						
Purchases of fixed assets					-	
Purchase of investments					-	
A4 Sub total	-	-	-	-	-	-
Total payments	120,416	-	-	-	120,416	69,434
Net receipts / (payments)	47,895	-	-	-	47,895	(4,322)
A5 Transfers to / (from) funds					-	
Surplus / (deficit) for year	47,895	-	-	-	47,895	(4,322)

Section C Notes to the Accounts

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

All funds received were **unrestricted**. The funds are used for general activities of the out of school club including salaries, operational expenses, staff training and other day to day running costs. The funds also allowed the club to purchase new resources and equipment, as well as providing for outings for the children and for guests to provide activities in the club.

C2 Grants

Type of activity or project supported	Individual / institution	Number of grants made	£
Funding awarded from The Early Adopter Project	Dundee City Council	12	146,609
Total			146,609

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

The club had a significant surplus this year due to the funding provided by Dundee City Council through the Early Adopter Project.

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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
Receipts						
Donations					-	
Legacies					-	
Grants					-	10,000
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					-	
Sub total	-	-	-	-	-	10,000
Receipts from asset & investment sales						
Proceeds from sale of fixed assets					-	
Proceeds from sale of investments					-	
Sub total	-	-	-	-	-	-
Total receipts	-	-	-	-	-	10,000
Payments						
Expenses for fundraising activities					-	
Gross trading payments					-	
Investment management costs					-	
Payments relating directly to charitable activities					-	10,321
Grants and donations					-	1,023
Governance costs:					-	
Audit / independent examination					-	
Preparation of annual accounts					-	
Legal costs					-	
					-	
					-	
Sub total	-	-	-	-	-	11,344
Payments relating to asset and investment movements						
Purchases of fixed assets					-	
Purchase of investments					-	
Sub total	-	-	-	-	-	-
Total payments	-	-	-	-	-	11,344
Net receipts / (payments)	-	-	-	-	-	(1,344)
Transfers to / (from) funds						
Surplus / (deficit) for year	-	-	-	-	-	(1,344)
Nature and purpose of funds						
The club had no restricted funds this year.						

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Additional analysis (2)**5 Breakdown of unrestricted funds**

	Dundee City Council (Early Adopter Project)	Club Fees	Bank Cashback	Unrestricted fund 4 - enter name of fund below	Total unrestricted funds	Total unrestricted funds last period
Receipts						
Donations					-	1,281
Legacies					-	
Grants	146,609				146,609	22,134
Receipts from fundraising activities					-	
Gross trading receipts					-	
buildings					-	
Rents from land & buildings					-	
Gross receipts from other charitable activities		21,619	82		21,702	31,697
Sub total	146,609	21,619	82	-	168,311	55,112
Receipts from asset & investment sales						
Proceeds from sale of fixed assets					-	
Proceeds from sale of investments					-	
Sub total	-	-	-	-	-	-
Total receipts	146,609	21,619	82	-	168,311	55,112
Payments						
Expenses for fundraising activities					-	
Gross trading payments					-	
Investment management costs					-	
Payments relating directly to charitable activities	120,416				120,416	58,090
Grants and donations					-	
Governance costs:					-	
Audit / independent examination					-	
Preparation of annual accounts					-	
Legal costs					-	
					-	
					-	
Sub total	120,416	-	-	-	120,416	58,090
Payments relating to asset and investment movements						
Purchases of fixed assets					-	
Purchase of investments					-	
Sub total	-	-	-	-	-	-
Total payments	120,416	-	-	-	120,416	58,090
Net receipts / (payments)	26,193	21,619	82	-	47,895	(2,978)
Transfers to / (from) funds					-	
Surplus / (deficit) for year	26,193	21,619	82	-	47,895	(2,978)
Nature and purpose of funds						

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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 £
Dundee United family and friends of Kevin Sheehan					-	960
Various cash donations					-	321
					-	
					-	
Total	-	-	-	-	-	1,281
	-	-	-	-	-	-

2 Grants

	Unrestricted funds to nearest £	Restricted funds to nearest £	Total current period to nearest £	Total last period to nearest £
Early Adopter Project (Dundee City Council)	146,609		146,609	22,134
			-	
National Lottery Fund			-	10,000
			-	
Total	146,609	-	146,609	32,134

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 £
Income from Fees	21,619				21,619	31,679
Bank Cashback	82				82	18
					-	
					-	
					-	
					-	
					-	
Total	21,702	-	-	-	21,702	31,697

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 £
Salary costs	87,610				87,610	59,300
Operational costs (food, cleaning, resources)	5,519				5,519	7,610
Insurance	469				469	470
Payroll/Pension	1,199				1,199	
Transport costs	5,566				5,566	
Outings/Visitors	1,595				1,595	
Uniforms	448				448	
Resources/Equipment	15,483				15,483	
Subscriptions (WiFi, Family App, Instant Ink etc)	1,809				1,809	
Banking charges	285				285	1,031
Other expenses	434				434	
Total	120,416	-	-	-	120,416	68,411
	reference error	-	-	-	reference error	-

APPENDIX 3



		Independent examiner's report on the accounts						v2
Report to the trustees/members of	Charity name	Happy Times Out of School Club						
	Registered charity number	SC0480987						
	On the accounts of the charity for the period	Period start date				Period end date		
	Day	Month	Year		Day	Month	Year	
	01	05	2024	to	30	04	2025	
Set out on pages							(remember to include the page numbers of additional sheets)	
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 (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 2006 Accounts 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	<p>In the course of my examination, no matter has come to my attention [other than that disclosed on the attached page*]</p> <p>1. which gives me reasonable cause to believe that in any material respect the requirements:</p> <ul style="list-style-type: none"> 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 <p>have not been met, or</p> <p>2. to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.</p>							
Signed**:					Date:	26/01/2026		
Name:								
Relevant professional qualification(s) or body (if any):								
Address:								

*Please delete the words in the brackets if they do not apply. If the words do apply, set out those matters which have come to your attention on the following page.

** OSCR will accept digital or typed signatures

APPENDIX 3

Disclosure section

Only complete if the examiner needs to highlight material problems.

Give here brief details of
any items that the
examiner wishes to
disclose