

Year-End Report – March 2020

Management of Bratton Pack

Bratton Pack was continually managed by the parent committee until Tuesday 31st March 2020. The Manager and the parent committee met regularly to review and put in place changes that will improve the setting and discuss staffing and other issues that needed discussing. Any areas of concern were raised at the monthly meetings or the Bratton Pack manager would email the committee email for a direct reply.

Staffing

All the employees have contracts in line with their working hours. All staff hold a copy of relevant documents which continue to support them within their role and set out clearer instructions and understanding of the policies and procedures. We currently have 3 keyworkers, 4 play supervisors employed at this stage and all staff are building their training and updating their core training when required.

Security

Staff only ask for the children's security password when they are collected if they do not recognise the parent/ carer collecting the child. Prior to an emergency contact collecting the child the setting Manager must receive notice of this from parents/ Carers including the name of the person collecting and the relationship to the child. The parent must inform the person collecting of the child's password as they will be asked this upon arrival.

Holiday Club and Term time

Short play sessions are still running each holiday club and continue to be a popular choice by parents, they run between the times of 9am – 12.00pm or 1.30am – 4.00pm at the cost of £5.00 per session. Term time session breakfast and afterschool club sessions are continuing to be successful. We are currently at capacity for 3 breakfast sessions a week and 1 Afterschool session a week. We also have a waiting list for some of these sessions.

Treasury Role

The treasury role within the parenting committee has continued to be a big support to the setting and the committee, offering more accurate and prompt financial advise for the manager the monthly expenditure has been good to work off as it allows us to keep within budget and gives a live view of the financial stance of the setting. Financial issues are discussed in detail with the committee and items such as fees and salaries are agreed on together and formal notifications are sent to staff and parents for their records.

Future Business


It is with regret that as from Wednesday 1st April 2020 the parent Management Committee will hand over the running of Bratton Pack to St Peters C of E Primary school. It will no longer be a Charity run setting and will be run and managed under the school. Staff will TUPE over and the charity closed as a result.

Bratt Pack 2019/2020

Financial Statement as at 31st March 2020

	<u>Budget</u> £	<u>TOTAL Actual</u> £	<u>Variance</u> £
<u>INCOME</u>			
Fee Income	(117,954.32)	(113,069.19)	4,885.13
Interest on Deposit Account		(0.26)	
<u>TOTAL INCOME</u>	(117,954.32)	(113,069.45)	4,885.13
<u>EXPENDITURE</u>			
Salaries	78,980.66	74,183.78	(4,796.88)
Rent	14,375.05	10,389.70	(3,985.35)
Insurance	852.78	833.36	(19.42)
School costs	6,601.00	5,063.10	(1,537.90)
Food & Drink	6,000.00	4,937.96	(1,062.04)
Arts & Crafts	2,500.00	2,905.27	405.27
Ofsted Reg	220.00	220.00	0.00
Audit fees	400.00	313.20	(86.80)
Training	1,000.00	2,357.43	1,357.43
Other including provision for Legal	14,450.00	3,940.86	(10,509.14)
<u>TOTAL EXPENDITURE</u>	125,379.49	105,144.66	(20,234.83)
(Surplus)/Deficit for the Year	7,425.17	(7,924.79)	(15,349.70)
Balances B/F from previous years		(31,209.34)	
Closing Balance as at 31st March 2020		(39,134.13)	
Made up of:			
	<u>31st March</u>	<u>31st March</u>	
<u>Current Assets</u>	<u>2019</u>	<u>2020</u>	
Cash in bank and in hand	31,071.84	38,996.37	
Deposit Account	137.50	137.76	
<u>Represented By</u>			
General Reserve	31,209.34	39,134.13	

"I have examined the income and expenditure account and balance sheet together with the books, vouchers and documents relating to the Bratt Pack accounts for year ending 31st March 2020. In my opinion the books have been properly kept and the above accounts are in agreement with the books, vouchers and documents which have been submitted".

Signed  T Drummond (CMIIA)

Date: 1/7/2020

St Peter's Bratton Out of School Club

Charity No 1094381

Bratt Pack 2019/2020

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