

St Edward's School Club Annual Report 2019.20

Registered Charity – 1121617

Our Lady & St. Edward's Catholic Primary School
Lightfoot Lane
Fulwood
Preston
PR2 3LP

Trustees

Nicola Kippax	Chair	(School Governor & Parent)
Justine Brooks	Secretary	(Parent)
Karen Woods	Treasurer	(Headteacher)
Emma Moore		(Parent)
Stefan Verstraelen		(Parent)

Structure, Governance and Management

St. Edward's School Club became a registered charity in November 2007. It is managed by an Executive Committee made up of the Trustees and volunteers. These are elected on an annual basis at the AGM, which is held in January. All parents of children attending the club are eligible to become members of the committee.

The Constitution of the Club was approved on the twenty ninth day of January 2007

The Executive Committee have met once every school term, in accordance with the Constitution.

Financial Review

A copy of the Club's audited accounts is attached.

The Charity's only source of income in 2019/20 was the fees paid by parents of children who attend the club.

During this financial year the club accounts show a credit of £9,050

The Club policy with regard to reserves is to maintain these at a level not exceeding £10,000 (ten thousand pounds). This sum is held in an interest paying deposit account.

These reserves are held to cover an emergency, such as a sudden decline in demand for places, where income would not match expenditure. Interest from this account and any end of year surplus from the current account are used to improve facilities within the club and the school. In 2019.20 the club did generate a surplus of £9,050

Objectives and Activities

The Charity's objectives are:

- (A) TO PROVIDE THE NECESSARY FACILITIES FOR THE DAILY CARE, RECREATION AND EDUCATION OF CHILDREN DURING OUT OF SCHOOL HOURS
- (B) TO ADVANCE THE EDUCATION AND RECREATIONAL FACILITIES.

During the financial year 2019.20 the club has provided care facilities within the school for 156 pupils who are registered with the club. During morning sessions a maximum of 40 pupils are catered for and an average of 37 attend. After school a maximum of 50 attend and it is unusual for attendance to drop below 40.

Children enjoy a wide range of sporting, craft, play and ICT activities as well as support with homework. During the afternoon sessions they are provided with a snack, usually, toast or sandwiches, fruit and a drink. In the morning sessions, the children can have breakfast if the parents request this. Throughout the year the Charity has continuously updated and replenished resources but no major capital investment in facilities or equipment has taken place.

Administrative Information

The School Club has been managed on a day to day basis by two paid supervisors:

Mrs Justine Slater	Morning Supervisor
Miss Emily Flynn and Mrs Gill Hope	Afternoon Supervisor

The Headteacher of Our Lady & St. Edward's School, Mrs Woods, is the responsible person, who has overall responsibility for the School Club. This is a voluntary role.

The Club is staffed by paid qualified and unqualified assistants, many of whom are also employed in Our Lady & St. Edward's School as Teaching Assistants and Welfare Assistants.

The Charity Bank accounts are held with the NatWest Bank, 292 Garstang Road, Fulwood, Preston, PR2 9RQ.

The Club is registered with the Out of School Alliance and is insured with Morton Michel, child care specialists.

Trustees and members of the Executive Committee are inducted and trained as part of their termly meetings.

The Charity works in very close consultation with Our Lady & St. Edward's School, to mutual benefit.

This report was approved by the Executive Committee at their meeting on January 19th 2021

St Edwards School Club

Accounts

31 March 2020

**Independent Examiners Report to the trustees/members of St Edwards School Club
on the accounts set out on pages 2 and 3 for the year ended 31 March 2020****Respective
responsibilities of
trustees and
examiner**

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year under section 144 of the Charities Act 2011 (the Charities Act) and that an independent examination is needed. It is my responsibility to:

- examine the accounts under section 145 of the Charities Act
- to follow the procedures laid down in the general Direction given by the Charity Commission (under section 145(5)(b) of the Charities Act
- to state whether particular matters have come to my attention

**Basis of
independent
examiner's
statement**

My examination was carried out in accordance with general direction given by the Charity Commission. 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 seeking 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 no opinion is given as to whether the accounts present a "true and fair" view and the report is limited to those matters set out in the statement below

**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 130 of the Charities Act; and
 - to prepare accounts which accord with the accounting records and comply with the accounting requirements of the Charities Act 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



Jackie Stopyra
ACA

Date

9/11/2020

80 Lytham Road
Fulwood
Preston


PR2 3AQ

St Edwards School Club
Statement of receipts and payments
for the year ended 31 March 2020

Charity no 1121617

	2020	2019
	£	£
Receipts		
Fees	56,417	55,130
Interest	21	13
	<u>56,438</u>	<u>55,143</u>
Payments		
Wages	38,354	33,038
Employee costs - Staff training and welfare	-	165
Materials consumables & refreshments	2,402	3,131
Equipment	-	-
Rent	4,989	4,989
Insurance	241	241
Accountancy	180	180
Solicitors fees	1,063	-
Subscriptions	35	35
Administration costs	124	2,522
	<u>47,388</u>	<u>44,301</u>
Surplus for the year	<u>9,050</u>	<u>10,842</u>
Summary		
Balance at 1 April 2019	62,947	52,105
ADD surplus for the year	9,050	10,842
Balance at 31 March 2020	<u>71,997</u>	<u>62,947</u>
Being:		
Current account	61,653	52,644
Deposit account	10,297	10,277
Petty cash	47	26
	<u>71,997</u>	<u>62,947</u>


 Karen Woods - Trustee


 Date

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