

Deganwy Out of School Club Limited

DIRECTORS' AND TRUSTEES' ANNUAL REPORT AND FINANCIAL STATEMENTS 1st September 2019 – 31st August 2020

Company Number: 4815885 Charity Number 1108101

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Deganwy Out of School Club Limited

Report of the Directors/Trustees (also known as the Management Committee) for the year ended 31st August 2020

The Directors present their report and financial statements of the charity for the year ending 31st August 2020.

1. Reference and Administrative Details

Charity number: 1108101
Company number: 4815885 (incorporated 30th June 2003)
CSSIW Registration number: W040001003
Registered Office: Deganwy Play and Learning Centre, Ysgol Deganwy, Park Drive,
Deganwy, Conwy. LL31 9YB
Bankers: HSBC, 60 Mostyn Street, Llandudno. LL30 2SS

2. Directors, Trustees and Company Secretary

The Club was registered with Companies House, Cardiff on the 30th June 2003. The Club became a charity on 15th February 2005 and the Board of Directors of the charitable company became Trustees for the purposes of charity law. The Board of Directors / Trustees who have served on the Committee from 1st September 2019 until 31st August 2020 are listed below.

Ms Caroline Filbee	Chair	appointed 2 nd April 2014 and as Chair from 18 th April 2018
Mrs Angela Bowen	Treasurer	appointed 7 th December 2005 and as Treasurer 18 th April 2018
Mrs Simone Baldwin		appointed 18 th April 2018
Ms Carol Stanley		appointed 18 th April 2018
Ms Leah Mason		appointed 18 th April 2018
Mrs Laura Seymour		co-opted to Committee 11 th November 2019
<u>Company Secretary</u>		
Mrs Nicola Roberts		appointed 26 th April 2011

3. Objectives and Activities

The objects of the Charity are

- To promote the benefits of the inhabitants of Deganwy and the surrounding area by providing facilities or assisting in the provision of facilities for the daily care, recreation and education of children during out of school hours and school holidays.
- To advance the education and training of persons involved in the provision of such care, education and recreational activities and facilities.

The Charity's main aim is to support parents and guardians who are at work or study by providing safe, quality, affordable childcare, run by qualified professionals, on their local primary school site. The Charity seeks to make good quality, flexible childcare accessible to all parents using primarily Deganwy school, to facilitate lone parents and families on low income or in need of support to be able to access work or training to improve the quality of their life.

Deganwy out of School Club was severely disrupted by the Covid-19 pandemic and national lockdown. Until March 24th 2020 it operated normally and provided after school care on weekdays from 2.45 to 6pm during term time and holiday care from 8.15am to 6.00pm. Holiday Club reopened on July 28th 2020 offering limited places from Tuesday to Thursday inclusive and from 8.30 until 3.30 daily. The Club provided childcare services for 93 families in the area in 2019/2020. The Club operates in the purpose built Deganwy Play and Learning Centre, which was opened in January 2006. The Centre is managed by the Deganwy Play and Learning Association.

4. Structure, Governance and Management

Governing Document

Deganwy Out of School Club Limited is a company limited by guarantee. The company is governed by its Memorandum and Articles of Association, first adopted 16th June 2003 but replaced in its entirety by special resolution on 18th October 2004 in order to provide a better governing document suited to registration as a charity. The company was registered as a charity on 15th February 2005. Anyone over the age of 18 can become a member of the charity and there are currently 20 members, each of whom agree to contribute £1 in the event of the charity winding up. Membership is currently much smaller than the number of individuals who use the childcare provided by the Club. New parents registering with the Club are provided with membership forms inside their Club Information Pack. They are informed of the benefits and of the limited liability of being a member. To further encourage parents, they are reminded of the benefits of the becoming members regularly through termly newsletters', by social media and prior to AGM's.

Under the Charity's Articles, the business of the Charity is managed by a Board of Trustees which is accountable to the members.

Recruitment and Appointment of Trustees

As set out in the Articles of Association, the Board of Trustees, including Honorary Officers, are elected annually by the members at the Annual General Meeting of the Charity and retiring members are eligible for re-election without further nomination. The number of Trustees elected cannot be less than three. If a vacancy occurs between Annual General Meetings, the Trustees have the power to co-opt a member to the Board provided that not more than one third of the Board of Trustees shall be co-opted members. All persons so co-opted shall retire at the AGM following their co-option but shall be eligible to be re-appointed. All members are circulated with invitations to nominate Trustees prior to the AGM.

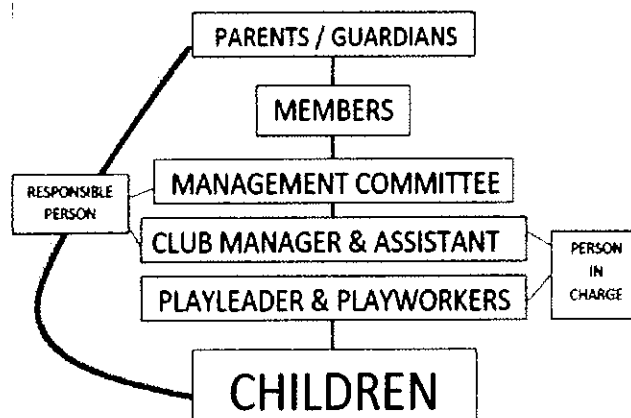
As the main object of the Charity is to provide facilities for the provision of out of school childcare for children aged 3-12 years, all nominees to the position of Trustee are required to sign a declaration to declare that they do not have any convictions for criminal offences against children, including any "spent convictions" under the Rehabilitation of Offenders Act 1974. No nomination would be accepted unless this declaration was signed.

Induction and Training of Trustees

New trustees have an induction meeting to brief them on their obligations under charity and company law, the content of the Memorandum and Articles of Association, the committee and decision making processes and the recent financial performance of the Charity and the most recent inspection report. New Trustees will be provided with appropriate literature from the Charity Commission and they will be encouraged to attend appropriate external training events.

Organisational Structure (see diagram)

The Board of Trustees administer the Charity. The Board employ a Management team and Playworkers, who are responsible for the daily provision of childcare within the purpose built Deganwy Play and Learning Centre located on the site of Ysgol Deganwy. The Manager, Assistant Manager and Chair of the Committee are registered with the Care Inspectorate for Wales (CIW) as the "Responsible Individuals" (RI). The day to day operation of the Club is the responsibility of the 'Persons in Charge'; Janet Smith (Manager) and the Sheena McCabe (Assistant Manager). The Board meets once a month to discuss all matters relating to the management of the Club. The Company Secretary and Manager meet on a weekly basis to discuss Club finances and monthly to complete the payroll. The Company Secretary, Club Manager and Treasurer meet regularly to discuss financial matters. The Staff meet once a month to discuss planning and any issues relating to the operation of the Club and its policies and procedures.



5. Related Parties

The Club is a member of national organisations *Clybiau Plant Cymru Kids' Clubs* and *Out of School Alliance (OOSA)*. The local office of *Clybiau Plant Cymru Kids' Clubs* (CPCKC) and Conwy Early Years Development and Childcare Partnership provide training for staff and Trustees in all aspects of the provision of out of school childcare and play opportunities.

6. Risk Management

The Club operates within the guidelines of the National Minimum Standards for Out of School Childcare set by the Welsh Assembly Government and is registered with the Care Inspectorate Wales (CIW). The operation of the Club is assessed regularly by CIW.

The most recent Inspection Report can be viewed on the CIW website:

<https://careinspectorate.wales/deganwy-out-school-club>

The Club regularly reviews its operational policies and procedures in line with new literature, guidance and/or training received from CIW, CPCKC, Conwy Early Years Partnership and Out of School alliance.

Trustees meet monthly to compare the predicted and actual cash flow, monitor the attendance levels and fee income versus the staff costs in order to manage the financial risk. Trustees assess whether fees need to be increased or grant applications made to assist with revenue costs. The Board and staff also assess demand for future school holidays in order to agree opening hours and minimise staff costs.

7. Achievements and Performance

Staff

During this year the Club employed 11 members of staff. The staff constantly work to update their qualifications and have attended several courses during the year including: Safeguarding, Health and Safety, Paediatric First Aid, Fire Safety, Manual Handling and Risk Assessment. Two members of staff finished their Playwork qualifications in September 2019. The Club Manager and Assistant Manager have an excellent relationship with staff and parents. The staff work very well together providing a happy and stimulating environment for the children.

Attendance

The October and February half term holiday clubs were particularly good and for the summer holidays, we only opened Tuesday to Thursday with restricted numbers. These weeks were 99% of full capacity – not enough to keep us sustainable in normal circumstances.

Between September 2019 and 24th March 2020, we had been very busy in both After School and Holiday Clubs. Covid-19 restrictions have severely reduced the number of children requiring childcare and when we were able to open it was with reduced days and hours for summer holiday club (see above).

Building/Environment improvements

The willow structure has been severely cut back and tidied. The grass area was levelled and re-seeded during the time the building was closed due to covid-19.

Website & Facebook

This year the Club continued to update our website www.deganwyoutofschoolclub.co.uk with information and photos. The Facebook page is used daily to highlight the range of activities the children take part in and is an easy way for the parents to be involved. Both are used to advertise and promote forthcoming events, display newsletters and inform parents of important dates.

Annual General Meeting

The Annual General Meeting was postponed this year until 30th September 2020 due to the coronavirus pandemic. It was held at the Deganwy Play and Learning Centre and was attended by parents, staff and committee either socially distancing in the building or via Zoom video conferencing. The Annual Report for 2018-2019 was presented at this meeting.

Review of Quality of Care

The Manager and Management Committee review the quality of care it provides on an ongoing basis. It does this in a number of ways.

Children's Meetings

Children's meetings are held twice a year. Children are given the chance to contribute to the planning of activities, games, trips and visitors and workshops. The Children are also asked for menu ideas to help plan snacks. The children are encouraged to run the meetings with the staff advising when necessary. A children's committee was set up, so the children have a voice.

Discussion Sessions

Children are given the opportunity to discuss any issues/make suggestions daily after snack.

Children's & Parent Questionnaires

Questionnaires usually go out in May but due to covid-19 and the club being closed this did not happen this year.

Parent/Carer Newsletter

The Club produced parent newsletters in the Autumn and Winter 2019. The newsletter details any changes and developments at the Club, forthcoming holidays and outings attended. The Club also has a notice board for parents to read regarding any changes.

Staff

Staff meetings were held every month until March where the staff and manager discuss planning, evaluation, menus, funding, holidays, training, incidents and other issues that have come to light over the previous month. During club closure we met virtually in a more informal way to keep in touch. Staff receive regular supervisions and an annual appraisal. On a less formal note, staff are happy to volunteer ideas and suggestions and discuss these with the other staff, the manager and committee as appropriate.

Committee Meetings

Committee meetings were held regularly where the manager, club secretary and committee members discuss matters concerning the running of the Club, staff issues, finance and funding. After March, the committee met virtually via Zoom to discuss any pressing matters and the ongoing Covid situation.

Covid-19

From March 25th, 2020 until July 27th 2020 the Club was forced to closed due to National Lockdown and lack of demand. Staff were put on the Government Furlough Scheme to ensure they received some income and to keep the Club sustainable. The Manager and Company Secretary were part furloughed to ensure paperwork, wages/furlough and current legislation and demand were monitored to enable us to re-open on 28th July for holiday club. This limited opening times helped keep the Club financially viable whilst offering a valuable service to the parents.

8. Financial Review

The 2019-2020 was a difficult year for Deganwy Out of School Club which included a closure for four months due to Covid-19 and the national lockdown. Prior to March 24th 2020, the year had been quite successful with child attendance in Holiday Club being better than anticipated and after school club continuing to thrive.

Income

Fees

Fee income was £57,651 down 63% on the previous year. This was due to the Covid-19 lockdown and subsequent Club closure for four months.

Fees for Holiday Club fees remained unchanged but there was a small rise in the fees for After School Club.

Grants and Donations

Donations were £384.63 of which £220.00 was from the Webber family during covid-19 to help the club.

Grant income was £15,647 from the Coronavirus Job Retention Scheme (CJRS) helping Deganwy Out of School Club to pay staff a minimum of 80% of their wages.

Fundraising

The Club raised £62.00. This was from our Christmas Chocolate box. We had plans in place for an Easter bingo but unfortunately had to cancel this due to Covid-19.

Expenditure

Staff Costs

Staff costs represent the largest expenditure for the Club totalling 89% of total expenditure in 2019-2020. This was, however, alleviated slightly by payments from the CJRS (see 'grants' above).

In year ending August 31st 2020 staff costs rose by 3% and total expenditure was £3000 less than the previous year.

Debtors

At the end of August 2020, the Club had a balance of -£957 for outstanding fees.

9. Director's Signatures

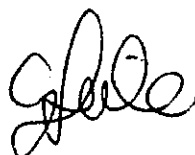
This Director's Report was approved by the Management Committee and signed on its behalf by:



Angela Bowen

Treasurer

Date: 25th January 2021



Caroline Filbee

Chair

Date: 25th January 2021

Deganwy Out of School Club Limited

Independent Examiner's Report for the year ended 31st August 2020

I report on the accounts for the year ended 31 August 2020 set out in pages 10 to 13.

Respective responsibilities of trustees and examiner

The Charity's trustees (who are also the directors for the purposes of company law) are responsible for the preparation of the accounts. They consider that an audit is not required for this year (under Section 144(2) of the Charities Act 2011 (the 2011 Act)) and that an independent examination is required.

Having satisfied myself that the Charity is not subject to audit under company law and is eligible for independent examination, it is my responsibility to:

- examine the accounts under Section 145 of the 2011 Act;
- follow the procedures laid down in the General Directions given by the Charity Commission under Section 145(5)(b) of the 2011 Act; and
- state whether particular matters have come to my attention.

Basis of the independent examiner's report

My examination was carried out in accordance with the General Directions 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 you as 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 statements 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:
 - a. to keep accounting records in accordance with Sections 386 and 387 of the Companies Act 2006; and
 - b. to prepare accounts which accord with the accounting records, comply with the accounting requirements of Sections 394 and 395 of the Companies Act 2006 and with the methods and principals of the Statement of Recommended Practice: Accounting and Reporting by Charities

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.



Melanie Langton-Davies ACA, FCCA

Azets

Brynford House, 21 Brynford Street, Holywell, Flintshire, CH8 7RD

Deganwy Out of School Club Limited

Statement of Financial Activities (including income and expenditure) 1st September 2019 to 31st August 2020

	Note	Unrestricted funds £	Restricted funds £	Total funds 2019-2020 £	Total funds 2018-2019 £
Incoming Resources					
Voluntary Income					
Grants and donations	2	385	15,647	16,032	57
Activities for generating funds					
Fundraising		62		62	553
Investment Income					
Interest on bank accounts	3	527		527	418
Incoming resources from charitable activities					
Fees for childcare services	4	57,651		57,651	91,147
Total Incoming resources		58,625	15,647	74,273	92,175
Resources Expended					
Costs of generating funds					
Fundraising outlay		0	0	0	0
Charitable Activities					
Operation of the Out of School Club	5	83,474		83,474	86,430
Governance costs		253		253	253
Total Resources expended		83,727	0	83,727	86,683
Net Incoming resources		-25,102	15,647	-9,455	5,492
Reconciliation of Funds					
Total funds brought forward				45,332	39,840
Total funds carried forward				35,877	45,332

Deganwy Out of School Club Limited

Balance Sheet as at 31st August 2020

	Note	2019-2020	2018-2019
		£	£
Current assets			
Debtors	6	-957	2,041
Cash at bank and in hand	7	36,834	43,291
Total current assets		35,877	45,332
Liabilities			
Deferred Income	8	0	0
Total assets less current liabilities		35,877	45,332
Total unrestricted funds		35,877	45,332
Total charity funds		35,877	45,332

For the year ended 31st August 2020 the company was entitled to exemption from audit under section 477 (2) of the Companies Act 2006.

The members have not required the company to obtain an audit in accordance with section 476 of the Companies Act 2006.

The directors acknowledge their responsibility for:

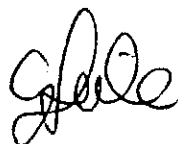
- i) Ensuring the company keeps accounting records which comply with Section 386; and
- ii) Preparing accounts which give a true and fair view of the company as at the end of the financial year, and of its profit or loss for the financial year, in accordance with the requirements of section 393, and which otherwise comply with the requirements of the Companies Act relating to accounts, so far as is applicable to the company.

These accounts have been prepared in accordance with the provisions applicable to companies' subject to the small companies' regime.

Approved by the management committee and signed on its behalf by:



Angela Bowen
Treasurer
Date: 25th January 2021



C. Filbee
Chair
Date: 25th January 2021

Notes forming part of the Financial Statements for the year ended 31st August 2020

1. Accounting Policies

The principal accounting policies are summarised below. The accounting policies have been applied consistently throughout the year and in the preceding year.

Basis of accounting

The financial statements have been prepared in accordance with the Companies Act 1985 and the Statement of Recommended Practices: Accounting and Reporting by Charities issued in March 2005.

Fund Accounting

Unrestricted funds are available for use at the discretion of the trustees in furtherance of the general objectives of the charity.

Restricted Funds are subjected to restrictions on their expenditure imposed by the donor or grant funding body.

2. Voluntary Income: Grants received

The charity received a start-up grant of £25,200 in 2003 from the Lottery New Opportunities Fund. This grant was facilitated through Clybiau Plant Cymru.

The Club received grants totalling £15,647 in the form of Coronavirus Job Retention scheme payments that had to be paid in full to the staff. Donations totalled £385 in 2019-2020

3. Investment Income

Much of funds for the Club are now held in the Savings account which this year earned £527 interest. Most of the investment is a contingency against unexpected closure of the Club. The contingency (£38,750 - calculated September 2019) has been judged to be sufficient to pay redundancy, wages, rent and all other running costs for three months. This year it has been necessary to use some of the contingency to keep the Club sustainable during the Covid-19 pandemic.

4. Fees

The Club received £57,651 in fees for providing childcare services in 2019-2020.

5. Charitable activities

Expenditure is reported as total expenditure including unrestricted and restricted.

Staff costs

	2019-2020	2018-2019
	£	£
Salaries and wages	74,357	72,985
Social Security costs (Employer's National Insurance contributions)	526	0
<i>Total</i>	74,883	72,985

	2019-2020	2018-2019
	£	£
Staff Costs (see above)	74,883	72,985
Insurance	568	568
Food & Expendables	1,514	2,437
Rent	3,041	6,014
Administration Expenses	935	922
Activity Costs	412	562
Trips & workshops	80	1,158
Advertising	0	0
Miscellaneous (inc memberships)	444	435
DBS	219	159
Bad debt written off 1 st September	63	76
Staff Training	184	104
Staff Uniform	202	17
Travelling costs	198	324
Equipment Expenditure	731	669
Total	83,474	86,430

6. Debtors

	£
Debtors as at 31 August 2019	2,041
Income due for the year	57,651
Less cash paid	-60,597
	-63
Less bad debt written off 1/9/19	
Donations 1/9/19	11
Balance at 31 August 2020	-957

7. Cash at Bank

At 31st August 2020, the current account balance was £5,888 and the deposit account balance was £30,946.

8. Deferred Income 2019 - 2020

The Club had no deferred income this year.