

Deganwy Out of School Club Limited

DIRECTORS' AND TRUSTEES'

ANNUAL REPORT AND

FINANCIAL STATEMENTS

1st September 2015 – 31st August 2016

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 2016

The Directors present their report and financial statements of the charity for the year ending 31st August 2016.

1. Reference and Administrative Details

Charity number:	1108101
Company number:	4815885 (incorporated 30 th 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 2015 until 31st August 2016 are listed below.

Mrs Julie Birchall	Chair	appointed 5 th April 2011 & as Chair 26 th March 2012
Mrs Angela Bowen		appointed 7 th December 2005
Ms Leanne Forbes		appointed 26 th March 2012
Ms Isabelle McMillan		appointed 15 th March 2013
Ms Caroline Filbee	Treasurer	appointed 2 nd April 2014 & as Treasurer 1 st January 2015
Mrs Kate Griffiths		appointed 2 nd April 2014
Mrs Dawn Davy		appointed 15 th April 2015 and resigned 20 th April 2016
Mrs Samantha Owen		appointed 15 th April 2015
<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 or 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 the school, and 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.

The Club operated for 51 weeks this year (it closed for 1 week during the school Christmas holidays but remained open for the summer School holidays) providing after school care on weekdays from 2.45 to 6pm during term time, and holiday care, themed activities and outings from 8.15am to 6.00pm during school holidays. The Club provided child care services for 69 families in the area in 2015/2016. 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 14 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.

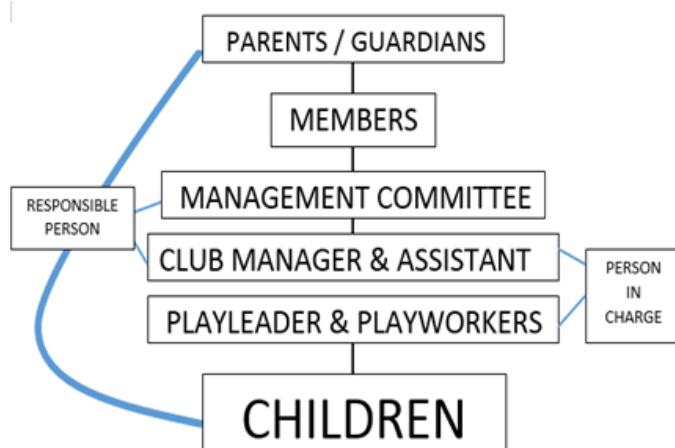
As the main object of the Charity is to provide facilities for the provision of out of school hours childcare for children aged 4-15 years, all nominees to the position of Trustee are required to sign a declaration to declare that they do not have any convictions for criminal offences against children, 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 and Chair of the Committee are registered with the Care and Social Services Inspectorate for Wales (CSSIW) 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 Emily Roberts (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 and both meet regularly with the Treasurer to keep them informed of all 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 *4 Children*. The local office of *Clybiau Plant Cymru Kids' Clubs* (CPCCKC) 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 and Social Services Inspectorate for Wales (CSSIW). The operation of the Club is assessed regularly by CSSIW.

The most recent Inspection Report can be viewed on the CSSIW website

<http://cssiw.org.uk/find-a-care-service/service-directory/13432?lang=en> cssiw.org.uk/?lang=en

The Club regularly reviews its operational policies and procedures in line with new literature, guidance and training received from CSSIW, CPCCKC, Conwy Early Years Partnership and 4 Children.

Trustees regularly 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 minimize staff costs.

7. Achievements and Performance

Staff

During this year, the Club employed 13 members of staff. The staff constantly work to update their qualifications and have attended several courses during the year including: Child Protection, Health and Safety, Fire Safety, Manual Handling and Risk Assessment. This year one member of staff completed the Level 3 and one completed the Level 2 Diploma in Children's' Care, Learning and Development. The Club is run very efficiently. 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

It has been a very successful year for the After-School Club with afternoon sessions often at full capacity. We are registered for 44 children and in September 2015 took the decision to employ an extra member of staff so that we could offer up all those spaces; during 2015-2016 attendance was 92% of full capacity.

The Holiday Club is registered for 24 children and attendance during the summer holidays was 53% of full capacity.

Building/Environment improvements

The willow structure has been cut back and tidied, the outside benches and sheds have been painted. New drainage at the back of the building and new landscaping have improved the all-weather area. Children have been working on improving the wall mural in partnership with Llandrillo College. We

have improved the lighting at the back of the building to enable children to play out in the winter months.

Website & Facebook

This year the Club decided to purchase its own domain name www.deganwyoutofschoolclub.co.uk and spent some time updating the website and including a lot more photos of trips and workshops. 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.

Annual General Meeting

The Annual General Meeting was held this year on the 20th April 2016 at the Deganwy Play and Learning Centre and was attended by parents, staff and Committee. The Annual Report for 2014-2015 was presented at this meeting. The positions of Chair and Treasurer remained unchanged, and one Trustee resigned.

Review of Quality of Care

The Club Committee reviews the quality of care it provides on an ongoing basis. This is achieved through children's meetings, informal discussions and questionnaires; staff and committee meetings; the AGM and parent surveys. The results of the Parent Survey conducted in May 2016 was very positive with most parents rating the service as "good / excellent". The children also complete a questionnaire which is designed by them to cover the things that matter to them!

Suggestions from parents, children and staff are used to set the action plans for the coming year reported in our Quality Review report which is displayed in the entrance hall.

Priorities for the coming year include:

- The Management Committee and building committee (DPLA) will continue to maintain the building and outside area, and if we are successful with funding we will replace fascia's, soffits, gutters and eaves. Wooden fences, benches and picnic tables will be stained and the willow structure tidied as necessary. We will work alongside the Playgroup to ensure all play equipment meets the needs of all age ranges and will look for funding for levelling outside area.
- Will act on children's suggestions about new toys and equipment throughout the year. A toy inventory will be carried out in the New Year and toys replaced where necessary.
- Children will help update menus for After School Club and Holiday Club.
- After successful workshops during the summer period we will continue to provide at least one per holiday week.
- We will encourage staff to attend training on offer. We will continue to support the Assistant Manager and Play leader to improve and become more confident when dealing with the weekly administration. Monthly staff meetings will now include an agenda item on suggestions to improve the service we provide.
- The Manager and Company Secretary will continue to gather information on the Work Place Pension and options for payroll in the coming year. The Statement of Purpose and relevant paperwork will be updated in line with changes indicated during training.
- The Management Committee and Manager will continue to update all Policies and Procedures in the coming year and to encourage new members. We will also discuss making changes to parents and children's questionnaires.

8. Financial Review

The 2015-2016 was another good year for Deganwy Out of School Club mainly due to the excellent attendance at the After-School Club.

Income

Fees

Fee income rose by 1%.

Fees for the After-School Club and Holiday Club remain unchanged in this year.

Grants and Donations

This year the Club received no grants.

Total donations for 2015-2016 were £77.00.

Fundraising

The Club raised £334 from in house 'treat boxes' and 'Easyfundraising'.

Expenditure

Staff Costs

Staff costs represent the largest expenditure for the Club totalling 82% of total expenditure in 2015-2016.

This year staff costs rose by 10%.

Running Costs

Running costs rose by 5% during 2015-2016.

Debtors

At the end of August 2016, the Club had a balance of £222 for outstanding fees.

9. Director's Signatures

This Director's Report was approved by the Management Committee on the 22nd November 2016 and signed on its behalf by:



Caroline Filbee
Treasurer



Julie Birchall
Chair

Deganwy Out of School Club Limited

Independent Examiner's Report to the Trustees of Deganwy Out of School Club Limited

I report on the accounts for the year ended 31 August 2016 set out on pages ten to fourteen.

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. The charity's trustees 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
- to follow the procedures laid down in the General Directions given by the Charity Commission (under Section 145(5)(b) of the 2011 Act); and
- to 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
 - to keep accounting records in accordance with Section 386 and 387 of the Companies Act 2006; and
 - 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 principles 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
Gardners Accountants Limited
Chartered Accountants
Brynford House
21 Brynford Street
Holywell
Flintshire
CH8 7RD

Date: 4 April 2017

Deganwy Out of School Club

Statement of Financial Activities (including income and expenditure) 1st September 2015 to 31st August 2016

	Note	Unrestricted funds £	Restricted funds £	Total funds 2015-2016 £	Total funds 2014-2015 £
Incoming Resources					
Voluntary Income					
Grants and donations	2	77	0	77	762
Activities for generating funds					
Fundraising		334	0	334	178
Investment Income					
Interest on bank accounts	3	323	0	323	271
Incoming resources from charitable activities					
Fees for childcare services	4	88,115	0	88,115	86,923
Total incoming resources		88,849	0	88,849	88,134
Resources Expended					
Costs of generating funds					
Fundraising outlay		0	0	0	0
Charitable Activities					
Operation of the Out of School Club	5	0	0	86,183	78,654
Governance costs		0	0	13	26
Total Resources expended		0	0	86,196	78,680
Net incoming resources		88,849	0	2,653	9,454
Reconciliation of Funds					
Total funds brought forward				40,124	30,670
Total funds carried forward				42,777	40,124

Deganwy Out of School Club Limited

Balance Sheet as at 31st August 2016

	Note	2015-2016 £	2014-2015 £
Current assets			
Debtors	6	-222	-511
Cash at bank and in hand	7	42,999	40,635
Total current assets		42,777	40,124
Liabilities			
Deferred Income	8	0	0
Total assets less current liabilities		42,777	40,124
Total unrestricted funds		42,777	40,124
Total charity funds		42,777	40,124

For the year ended 31st August 2016 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 state of affairs 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.

Approved by the management committee on 22nd November 2016 and signed on its behalf by:



C. Filbee
Treasurer



J. Birchall
Chair

Notes forming part of the Financial Statements for the year ended 31st August 2016

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.

	2015-2016	2014-2015
	£	£
Crest Cooperative & Helping Hands for 1:1 worker	0	686
Total	0	686

The Club received donations totalling £77 in 2015-2016.

3. Investment Income

Much of funds for the Club are now held in the Savings account which this year earned £323 interest. Most of the investment (£32,200) is a contingency against unexpected closure of the Club. This amount has been judged to be sufficient to pay redundancy, wages, rent and all other running costs for three months.

4. Fees

The Club received £88,115 in fees for providing child care services in 2015-2016.

5. Charitable activities

Expenditure is reported as total expenditure including unrestricted and restricted.

	2015-2016 £	2014-2015 £
Wages and Staff Costs	71,089	64,353
Insurance	474	460
Food & Expendables	2,633	2,612
Rent	5,938	5,471
Administration Expenses	1,053	1,037
Activity Costs	814	573
Trips & workshops	1,605	1,064
Advertising	100	0
Miscellaneous	997	986
Uncashed Cheque	0	0
Bad debt written off 1 st September	20	38
Staff Training	165	265
Staff Uniform	389	522
Travelling costs	315	0
Equipment Expenditure	591	1,273
Total	86,183	78,654

Staff costs

	2015-2016 £	2014-2015 £
Salaries and wages	70,809	64,353
Social Security costs (Employer's National Insurance contributions)	280	0
<i>Total</i>	71,089	64,353

6. Debtors

	£
Debtors as at 31 August 2015	-511
Income due for the year	88,115
Less cash paid	-87,814
Less bad debt written off 1/9/15	-20
Donations 1/9/15	8
<i>Balance at 31 August 2016</i>	-222

7. Cash at Bank

At 31st August 2016, the current account balance was £3,069 and the deposit account balance was £39,930.

8. Deferred Income 2015-2016

The Club had no deferred income this year.