

# **Deganwy Out of School Club Limited**

**DIRECTORS' AND TRUSTEES'**

**ANNUAL REPORT AND**

**FINANCIAL STATEMENTS**

**1<sup>st</sup> September 2016 – 31<sup>st</sup> August 2017**

**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 2017

The Directors present their report and financial statements of the charity for the year ending 31<sup>st</sup> August 2017.

### 1. Reference and Administrative Details

Charity number:	1108101
Company number:	4815885 (incorporated 30 <sup>th</sup> 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 30<sup>th</sup> June 2003. The Club became a charity on 15<sup>th</sup> 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 1<sup>st</sup> September 2016 until 31<sup>st</sup> August 2017 are listed below.

Mrs Julie Birchall	Chair	appointed 5 <sup>th</sup> April 2011 & as Chair 26 <sup>th</sup> March 2012
Mrs Angela Bowen		appointed 7 <sup>th</sup> December 2005
Ms Leanne Forbes		appointed 26 <sup>th</sup> March 2012
Ms Isabelle McMillan		appointed 15 <sup>th</sup> March 2013
Ms Caroline Filbee	Treasurer	appointed 2 <sup>nd</sup> April 2014 & as Treasurer 1 <sup>st</sup> January 2015
Mrs Kate Griffiths		appointed 2 <sup>nd</sup> April 2014
Mrs Samantha Owen		appointed 15 <sup>th</sup> April 2015
Mrs Emma Parry		appointed 26 <sup>th</sup> April 2016
<u>Company Secretary</u>		
Mrs Nicola Roberts		appointed 26 <sup>th</sup> 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 including themed activities and outings from 8.15am to 6.00pm during school holidays. The Club provided child care services for 83 families in the area in 2016/2017. 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 16<sup>th</sup> June 2003 but replaced in its entirety by special resolution on 18<sup>th</sup> October 2004 in order to provide a better governing document suited to registration as a charity. The company was registered as a charity on 15<sup>th</sup> February 2005. Anyone over the age of 18 can become a member of the charity and there are currently 19 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.

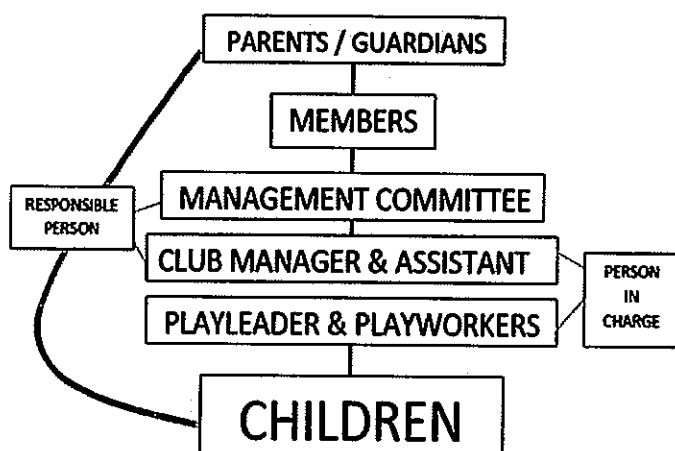
As the main object of the Charity is to provide facilities for the provision of out of school hours childcare for children aged 4-15 years, all nominees to the position of Trustee are required to sign a declaration to declare that they do not have any convictions for criminal offences against children, 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 the 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 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](http://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, CPCKC, 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 to agree opening hours and minimize 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, Fire Safety, Manual Handling and Risk Assessment. This year one member of staff completed the Level 3 Diploma in Children's' Care, Learning and Development and started a Playwork transition Level 3 course. 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 during 2016-2017 attendance was 92% of full capacity.

The Holiday Club is registered for 24 children and attendance during the summer holidays was 82% of full capacity.

### Building/Environment improvements

The willow structure has been cut back and tidied. New benches and picnic activity tables have been purchased partly funded by a grant and in partnership in DPLA and Playgroup. Children have finished the wall mural in partnership with Llandrillo College. The roof on the outside shed has been replaced.

## **Website & Facebook**

This year the Club continued to update our website [www.deganwyoutofschoolclub.co.uk](http://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.

## **Annual General Meeting**

The Annual General Meeting was held this year on the 26th April 2017 at the Deganwy Play and Learning Centre and was attended by parents, staff and Committee. The Annual Report for 2015-2016 was presented at this meeting. The positions of Chair and Treasurer remained unchanged.

## **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 many 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 intervening only if necessary.

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

**Children's Questionnaires** - Children are given questionnaires to fill in regarding their likes and dislikes in the Club. The younger children complete these with the help of the older children or staff. A summary of the children's questionnaires can be found at the end of this report.

**Parent Questionnaire** - In May 2017 parents and carers were given a questionnaire to ask them for feedback on the service. The results of the Parent Questionnaires were very positive with the majority of parents rating the service as 'excellent'. A summary of the parent survey can be found at the end of this report.

**Parent/Carer Newsletter** - The Club produces parent newsletters in the Spring, Summer, Autumn and Winter. 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 are held every month 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. 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 are held regularly where the manager, club secretary and committee members discuss matters concerning the running of the Club, staff issues, finance and funding.

**Annual General Meeting** - An AGM is held once a year and as well as presenting the Club annual accounts and directors report, it provides parents and members with an opportunity to discuss the running of the Club and to make suggestions for new developments.

## **8. Financial Review**

The 2016-2017 was another good year for Deganwy Out of School Club with a rise in the attendance figures for Holiday Club.

### **Income**

#### **Fees**

Fee income rose by 12%.

Fees for the After-School Club were increased in September 2016 and Holiday Club fees remained unchanged.

#### **Grants and Donations**

This year the Club received a grant from CVSC Play Development which was used to purchase new benches and activity tables.

Total donations for 2016-2017 were £13.

#### **Fundraising**

The Club raised £642 from in house 'treat boxes', an Easter Bingo and from 'Easyfundraising' when purchasing items online.

### **Expenditure**

#### **Staff Costs**

Staff costs represent the largest expenditure for the Club totalling 83% of total expenditure in 2016-2017.

This year staff costs rose by 12% as all staff received a pay rise to keep above the minimum/national living wages guidelines.

#### **Running Costs**

Running costs rose by 9% partly because of a rent increase.

#### **Debtors**

At the end of August 2017, the Club had a balance of -£2536 for outstanding fees.

## **9. Director's Signatures**

This Director's Report was approved by the Management Committee on the 15<sup>th</sup> January 2018 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 2017 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.

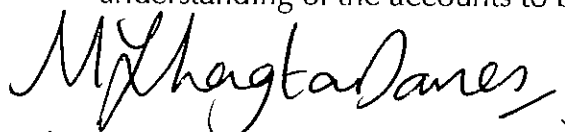
#### **Independent examiner's statement**

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

**Deganwy Out of School Club****Statement of Financial Activities (including income and expenditure)  
1st September 2016 to 31st August 2017**

	Note	Unrestricted funds £	Restricted funds £	Total funds 2016-2017 £	Total funds 2015-2016 £
<b>Incoming Resources</b>					
<b>Voluntary Income</b>					
Grants and donations	2	13	570	583	77
<b>Activities for generating funds</b>					
Fundraising		642	0	642	334
<b>Investment Income</b>					
Interest on bank accounts	3	249	0	249	323
<b>Incoming resources from charitable activities</b>					
Fees for childcare services	4	98,820	0	98,820	88,115
<b>Total Incoming resources</b>		<b>99,724</b>	<b>570</b>	<b>100,294</b>	<b>88,849</b>
<b>Resources Expended</b>					
<b>Costs of generating funds</b>					
Fundraising outlay		0	0	0	0
<b>Charitable Activities</b>					
Operation of the Out of School Club	5	95,620	570	96,190	86,183
Governance costs		253	0	253	13
<b>Total Resources expended</b>		<b>95,873</b>	<b>570</b>	<b>96,443</b>	<b>86,196</b>
<b>Net incoming resources</b>		<b>3,851</b>	<b>0</b>	<b>3,851</b>	<b>2,653</b>
<b>Reconciliation of Funds</b>					
Total funds brought forward				<b>42,777</b>	<b>40,124</b>
<b>Total funds carried forward</b>				<b>46,628</b>	<b>42,777</b>

# Deganwy Out of School Club Limited

## Balance Sheet as at 31<sup>st</sup> August 2016

	Note	2016-2017 £	2015-2016 £
<b>Current assets</b>			
Debtors	6	-2,536	-222
Cash at bank and in hand	7	49,164	42,999
<b>Total current assets</b>		<b>46,628</b>	<b>42,777</b>
<b>Liabilities</b>			
Deferred Income	8	0	0
<b>Total assets less current liabilities</b>		<b>46,628</b>	<b>42,777</b>
<b>Total unrestricted funds</b>		<b>46,628</b>	<b>42,777</b>
<b>Total charity funds</b>		<b>46,628</b>	<b>42,777</b>


For the year ended 31<sup>st</sup> August 2017 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.

Approved by the management committee on 15<sup>th</sup> January 2018 and signed on its behalf by:



C. Filbee  
Treasurer



J. Birchall  
Chair

# Notes forming part of the Financial Statements for the year ended 31<sup>st</sup> August 2017

## 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.

	2016-2017	2015-2016
	£	£
CVSC Play Development	570	0
<b>Total</b>	<b>570</b>	<b>0</b>

The Club received donations totalling £13.04 in 2016-2017.

## 3. Investment Income

Much of funds for the Club are now held in the Savings account which this year earned £249 interest. Most of the investment is a contingency against unexpected closure of the Club. The contingency (£38,050) has been judged to be sufficient to pay redundancy, wages, rent and all other running costs for three months.

## 4. Fees

The Club received £98,820 in fees for providing child care services in 2016-2017.

## 5. Charitable activities

Expenditure is reported as total expenditure including unrestricted and restricted.

	2016-2017 £	2015-2016 £
Wages and Staff Costs	79,934	71,089
Insurance	577	474
Food & Expendables	2,879	2,633
Rent	6,425	5,938
Administration Expenses	1,263	1,053
Activity Costs	500	814
Trips & workshops	1,696	1,605
Advertising	0	100
Miscellaneous (inc DBS)	785	997
Uncashed Cheque	0	0
Bad debt written off 1 <sup>st</sup> September	65	20
Staff Training	294	165
Staff Uniform	317	389
Travelling costs	334	315
Equipment Expenditure	1,121	591
<b>Total</b>	<b>96,190</b>	<b>86,183</b>

#### Staff costs

	2016-2017 £	2015-2016 £
Salaries and wages	79,934	70,809
Social Security costs (Employer's National Insurance contributions)	0	280
<i>Total</i>	<b>79,934</b>	<b>71,089</b>

#### 6. Debtors

	£
Debtors as at 31 August 2016	-222.00
Income due for the year	98,820.30
Less cash paid	-101,079.25
Less bad debt written off 1/9/16	-64.60
Donations 1/9/16	9.40
<b>Balance at 31 August 2016</b>	<b>-2,536.15</b>

#### 7. Cash at Bank

At 31<sup>st</sup> August 2017, the current account balance was £8,985 and the deposit account balance was £40,179.

#### 8. Deferred Income 2016-2017

The Club had no deferred income this year.