

Year End Report Report—2018

Bratton Pack has a developed Parents Management Committee with a strong foundation of keen parents who are willing to support the running of club, changes have been made in order to support the future of the setting and the staff employed.

All staff are in the process of being issued contracts in line with their weekly hours and employee documents will be issued to support employees continue their roles with better understanding and clearer instructions on policies and procedures. We currently have five Key Workers, four Play Supervisors and no current apprentices at this stage. All staff are continuing to update their core training when required.

All staff are aware of the importance of scrutinising unfamiliar people who approach the club and staff are aware of the procedure to follow in order to keep children safe at Bratton Pack. Staff now only ask for passwords from people they do not recognise and for those who are collecting a child on a parent/carer's behalf (prior notice must be given before an emergency contact collects, including name of person and their relationship to the child).

(Updated policy was issued to all parents via First Steps mail)

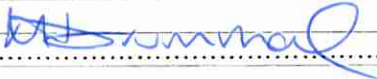
Holiday sessions - Short play sessions running either 9am-12pm or 1:30pm-4pm at the cost of £5 per session have been successful since they were introduced in the summer holidays 2018. Term Time sessions - Breakfast and after school club sessions are continuing to be successful, our current numbers mean we are close to capacity on many sessions.

A Parent now has role of the treasury within Club setting meaning a more hands on approach to cash management. New monthly rolling forecast - Real time understanding and decisions can be made. Quarterly actual updates - Proactive if changes needed with reviews and feedback. New Costs v Budget monitoring Proposals costed, calculated, discussed and agreed by full committee BEFORE being implemented - fees & salary Increase proposals.

The committee are looking forward to new changes in the coming year to improve the setting further and for the future.

Bratt Pack 2017/2018

Financial Statement as at 31.3.18

	<u>Budget</u>	<u>Total Actual</u>	<u>Variance</u>
	£	£	£
INCOME			
Fee Income	-117,508.50	-109,357.57	8,150.93
Interest on Deposit Account	0.00	0.00	0.00
TOTAL INCOME	-117,508.50	-109,357.57	8,150.93
EXPENDITURE			
Salaries	68,000.00	79,442.95	11,442.95
Insurance	1,200.00	825.05	-374.95
Cleaning	2,000.00	3,843.15	1,843.15
First Steps	1,000.00	0.00	-1,000.00
Advertising	750.00	0.00	-750.00
Rent	12,500.00	12,500.04	0.04
Food & Drink	7,000.00	5,451.15	-1,548.85
Art & Craft Consumables	2,000.00	3,249.24	1,249.24
Ofsted Registration	250.00	220.00	-30.00
Trips & Visits	250.00	60.00	-190.00
Telephones	250.00	260.28	10.28
Administration Expenses	4,000.00	3,330.60	-669.40
Training & Quality Assurance	2,000.00	2,340.30	340.30
Audit & Accountancy Fees	1,250.00	1,505.60	255.60
Membership Subscriptions	100.00	0.00	-100.00
Repairs & Maintenance	6,000.00	3,572.79	-2,427.21
Volunteer Costs	100.00	240.00	140.00
ICT	3,000.00	4,980.00	1,980.00
Club Development Costs	2,000.00	0.00	-2,000.00
TOTAL EXPENDITURE	113,650.00	121,821.15	8,171.15
(Surplus)/Deficit for the Year	-3,858.50	12,463.58	16,322.08
Balances B/F from previous years		-30,130.98	
Closing Balance as at 31st March 2018		-17,667.40	
Made up of:			
	<u>31st March</u>	<u>31st March</u>	
	2017	2018	
Current Assets			
Cash in bank and in hand	29,993.85	17,530.27	
Deposit Account	137.13	137.13	
Represented By			
General Reserve	30,130.98	17,667.40	
<p>"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 2018. 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."</p>			
Signed: 	T Drummond (CIIA)		
Date: <u>28/1/19</u>			