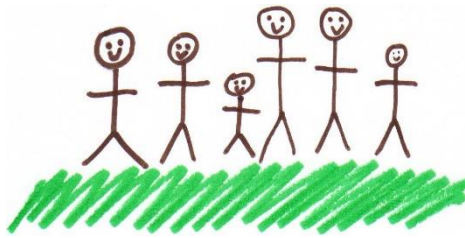


The Fun Club at Mortlake Hall

The Fun Club at Mortlake Hall Children's Centre



Ofsted Reg 509713 Registered charity 1157917

Report of the trustees for the year ending August 2018

The trustees of the Fun Club - After School Care (Richmond) present their annual report and the Independent Examiners Report of their accounts for the year ending August 2018.

Current trustees

Annie Watson (Chair), Bryan Jackson (longstanding treasurer), Lindsey Tomes, Faith Romeo, Alice Whately, Alexander Newman-Burke and Jules Watson. All of the above mentioned Trustees volunteer their time to sit on this committee. All trustees have undergone the required checks and signed the required declarations to ensure their suitability. Most have used the Fun Club at some point as a form of childcare for their own children hence their understanding of the importance of the club for its users.

Our Aims

The Fun Club is an After School Club for primary school children from the ages of 4-11 years. We provide affordable child care for local working parents and currently collect children from three different schools within our local area. It is this flexibility that allows us to offer a provision not offered by any other local after school club or school. The Fun Club's aim is to promote a happy, safe and inclusive environment where children of different ages and from different schools can choose how to spend their time following an often busy and structured day at school. Children who attend the Fun Club are given the opportunity to take part in numerous fun and organised activities or learn through free play. Our team of enthusiastic play workers work hard to ensure that every session provides a range of different activities to engage and inspire the children.

Review of activities and achievements

Following a disappointing Ofsted inspection in March the staff, management team and the trustees have worked tirelessly to ensure that the Fun Club exceeds all of the newly expected standards. All Fun Club policies and procedures have been revised and all staff, along with some trustees have undergone additional training. This hard work, dedication and commitment was recognised in a follow up inspection four months later. In fact the report offered nothing but praise for our provision and its management team and staff. The report also makes mention of the fantastic parental support the Fun Club receives. We regularly ask our users (both parents and children) for their feedback and it is always incredibly positive. Parents love knowing that their children will be happy and safe whilst in our care and that we will support their individual needs by allocating additional collections/drop offs

should their child have other commitments during our session time ie. dance classes, Brownies etc.

Moving forward we plan to continue to develop and invest in the Club and its staff. Our current user numbers are good (average 30plus per session) allowing us to fund improvements to the hall and invest in additional resources that benefit all users. We intend to continue to build on our growing relationships with the local schools and within the wider school community by participating/supporting school activities, local fetes etc. In doing so we hope to spread the word about our club and what it has to offer. So far this year we have taken part in a local school induction day and held a welcome event at our hall for new or interested parents.

Finances

Our only source of income comes from our collected fees which we keep as low as possible to ensure our service is affordable to all. Our biggest expenditure is staff wages and this year we have recruited an additional member of staff to run both our homework and art club which are available to all Fun Club users. In addition to this all staff have had additional staff training and development opportunities hence the increase in our administration expenditure for this financial year. We currently have £9220 in a reserve account which is held to cover staff wages/redundancies in the event of a total loss of income and to meet any unforeseen expenditure – we intend to increase this reserve amount over the next financial year.

Annie Watson (Chair)

INDEPENDENT EXAMINER'S REPORT - YEAR ENDED 31 AUGUST 2018

Report of the Independent Examiner to the Trustees of After School Care (Richmond) (the Charity) on the attached Accounts for the year ended 31 August 2018

I have examined the attached accounts which have been prepared under the historical cost convention.

Responsibilities of the Trustees for the Financial Statements

The Charities Act requires the Trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the Charity and of the surplus or deficit of the Charity for that period. In preparing those financial statements the Executive Committee is required to:

- i) Select suitable accounting policies and then apply them consistently
- ii) Make judgements and estimates that are reasonable and prudent;
- iii) Prepare the accounts on the going concern basis unless it is inappropriate to presume that the Charity will continue to operate.

The Trustees are also responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the Charity and to enable them to ensure that the financial statements comply with the Charities Act 2011. They are also responsible for safeguarding the assets of the Charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Basis of independent examiner's report

My examination included a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also included 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 I do not express an audit opinion on the view given by the accounts.

Independent examiner's statement

In connection with my examination, no matter has come to my attention which gives me reasonable cause to believe that in any material respect the requirements to keep accounting records in accordance with the methods and principles of the Statement of Recommended Practice: Accounting and Reporting by Charities have not been met or to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.



J D Blythe FCA
Chartered Accountant
206 Upper Richmond Road West
London
SW14 8AH

12 November 2018

INCOME & EXPENDITURE ACCOUNT FOR THE YEAR ENDED 31 AUGUST 2018

	2018 £	2017 £
INCOME		
Fees	60,672	48,890
Donations	297	20
Bank Interest	6	4
	<u>60,975</u>	<u>48,914</u>
EXPENSES		
Employee costs		
Staff salary	41,607	36,151
Staff pension	674	540
Premises costs		
Rent & Rates	3,653	3,900
Food	1,808	1,539
Other Expenses		
Administration	1,911	1,313
Bank Charges	40	
Consumables	1,501	797
Depreciation		
Depreciation	-	-
	<u>51,194</u>	<u>44,240</u>
SURPLUS FOR THE YEAR	<u>9,781</u>	<u>4,674</u>

BALANCE SHEET AT 31 AUGUST 2018**Fixed Assets****Current Assets/Liabilities**

Debtors (outstanding fees)	-	-
Creditor (Autumn Term in advance)	-	(2,763)
Balance at Bank (current)	18,063	11,085
Balance at Bank (deposit)	9,220	9,214
Balance at PayPal		
Cash in Hand	96	62
	<u>27,379</u>	<u>17,598</u>
	<u>27,379</u>	<u>17,598</u>

Reserves

Balance brought forward	17,598	12,924
Surplus/(Deficit) for the year	9,781	4,674
	<u>27,379</u>	<u>17,598</u>
Balance carried forward	<u>27,379</u>	<u>17,598</u>


Bryan Jackson - Treasurer

date 12.11.18


Annie Watson - Chair

25.01.19

AFTER SCHOOL CARE (RICHMOND))

Bank Reconciliation 31.08.18

OPENING BALANCE

14 day notice account	£	9,214.56	
Treasurers Account	£	11,344.84	
Uncleared fees			
Less uncleared cheques			
Cash in hand b/f	£	12.81	
imprest b/f	£	50.00	
			£ 20,622.21

INCOME

Fees	£	57,909.37
Fees not shown		
Fees paid next term		
Donations/ Reimbursements	£	296.99
Interest	£	5.68

TOTAL	£	78,834.25
--------------	----------	------------------

EXPENDITURE

Food	£	1,808.36
Salaries	£	39,415.23
Administration	£	1,914.99
Equipment	£	1,500.99
Nat Ins +Tax	£	2,451.53
Pensions	£	673.99
Rent	£	3,653.01
Card Charges	£	39.94

TOTAL	£	51,458.04
--------------	----------	------------------

CLOSING BALANCE

Treasurers Account	£	18,335.34	
Add uncleared fees			
Less uncleared cheques	£	272.52	Nat Ins + Pension
14 day notice account	£	9,220.24	
Pay Pal Account			
Cash in hand	£	46.15	
Imprest	£	50.00	£ 27,379.21

TOTAL	£	78,837.25
--------------	----------	------------------

AFTER SCHOOL CARE (RICHMOND)

FIXED ASSETS FOR THE YEAR ENDED 31 AUGUST 2018

FIXED ASSETS

	Equip £	Total £
Cost		
Balance at 1 September 2017	10,461	10,461
Additions	0	0
Disposals	<u>0</u>	<u>0</u>
Balance at 31 August 2018	<u>10,461</u>	<u>10,461</u>
Depreciation		
Balance at 1 September 2017	10,461	10,461
Charge for the period	0	0
Less on disposals	<u>0</u>	<u>0</u>
Balance at 31 August 2018	<u>10,461</u>	<u>10,461</u>
Net Book Value		
As at 31 August 2018	<u>0</u>	<u>0</u>
As at 31 August 2017	<u>0</u>	<u>0</u>

INDEPENDENT EXAMINER'S REPORT - YEAR ENDED 31 AUGUST 2018

**Report of the Independent Examiner to the Trustees of After School
Care (Richmond) (the Charity) on the attached Accounts for the year
ended 31 August 2018**

I have examined the attached accounts which have been prepared under the historical cost convention.

Responsibilities of the Trustees for the Financial Statements

The Charities Act requires the Trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the Charity and of the surplus or deficit of the Charity for that period. In preparing those financial statements the Executive Committee is required to:

- i) Select suitable accounting policies and then apply them consistently
- ii) Make judgements and estimates that are reasonable and prudent;
- iii) Prepare the accounts on the going concern basis unless it is inappropriate to presume that the Charity will continue to operate.

The Trustees are also responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the Charity and to enable them to ensure that the financial statements comply with the Charities Act 2011. They are also responsible for safeguarding the assets of the Charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Basis of independent examiner's report

My examination included a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also included 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 I do not express an audit opinion on the view given by the accounts.

Independent examiner's statement

In connection with my examination, no matter has come to my attention which gives me reasonable cause to believe that in any material respect the requirements to keep accounting records in accordance with the methods and principles of the Statement of Recommended Practice: Accounting and Reporting by Charities have not been met or to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.



J D Blythe FCA
Chartered Accountant
206 Upper Richmond Road West
London
SW14 8AH

12 November 2018

INCOME & EXPENDITURE ACCOUNT FOR THE YEAR ENDED 31 AUGUST 2018

	2018 £	2017 £
INCOME		
Fees	60,672	48,890
Donations	297	20
Bank Interest	6	4
	<u>60,975</u>	<u>48,914</u>
EXPENSES		
Employee costs		
Staff salary	41,607	36,151
Staff pension	674	540
Premises costs		
Rent & Rates	3,653	3,900
Food	1,808	1,539
Other Expenses		
Administration	1,911	1,313
Bank Charges	40	
Consumables	1,501	797
Depreciation		
Depreciation	-	-
	<u>51,194</u>	<u>44,240</u>
SURPLUS FOR THE YEAR	<u>9,781</u>	<u>4,674</u>

BALANCE SHEET AT 31 AUGUST 2018**Fixed Assets****Current Assets/Liabilities**

Debtors (outstanding fees)	-	-
Creditor (Autumn Term in advance)	-	(2,763)
Balance at Bank (current)	18,063	11,085
Balance at Bank (deposit)	9,220	9,214
Balance at PayPal		
Cash in Hand	96	62
	<u>27,379</u>	<u>17,598</u>
	<u>27,379</u>	<u>17,598</u>

Reserves

Balance brought forward	17,598	12,924
Surplus/(Deficit) for the year	9,781	4,674
	<u>27,379</u>	<u>17,598</u>
Balance carried forward	<u>27,379</u>	<u>17,598</u>


Bryan Jackson - Treasurer

date 12.11.18


Annie Watson - Chair

25.01.19

AFTER SCHOOL CARE (RICHMOND))

Bank Reconciliation 31.08.18

OPENING BALANCE

14 day notice account	£	9,214.56	
Treasurers Account	£	11,344.84	
Uncleared fees			
Less uncleared cheques			
Cash in hand b/f	£	12.81	
imprest b/f	£	50.00	
			£ 20,622.21

INCOME

Fees	£	57,909.37
Fees not shown		
Fees paid next term		
Donations/ Reimbursements	£	296.99
Interest	£	5.68

TOTAL	£	78,834.25
--------------	----------	------------------

EXPENDITURE

Food	£	1,808.36
Salaries	£	39,415.23
Administration	£	1,914.99
Equipment	£	1,500.99
Nat Ins +Tax	£	2,451.53
Pensions	£	673.99
Rent	£	3,653.01
Card Charges	£	39.94

TOTAL	£	51,458.04
--------------	----------	------------------

CLOSING BALANCE

Treasurers Account	£	18,335.34	
Add uncleared fees			
Less uncleared cheques	£	272.52	Nat Ins + Pension
14 day notice account	£	9,220.24	
Pay Pal Account			
Cash in hand	£	46.15	
Imprest	£	50.00	£ 27,379.21

TOTAL	£	78,837.25
--------------	----------	------------------

AFTER SCHOOL CARE (RICHMOND)

FIXED ASSETS FOR THE YEAR ENDED 31 AUGUST 2018

FIXED ASSETS

	Equip £	Total £
Cost		
Balance at 1 September 2017	10,461	10,461
Additions	0	0
Disposals	<u>0</u>	<u>0</u>
Balance at 31 August 2018	<u>10,461</u>	<u>10,461</u>
Depreciation		
Balance at 1 September 2017	10,461	10,461
Charge for the period	0	0
Less on disposals	<u>0</u>	<u>0</u>
Balance at 31 August 2018	<u>10,461</u>	<u>10,461</u>
Net Book Value		
As at 31 August 2018	<u>0</u>	<u>0</u>
As at 31 August 2017	<u>0</u>	<u>0</u>