

Year End Report Report— March 2019

Bratton Pack continues to be supported by the Parents Management Committee with the setting being constantly reviewed & changes implemented where they support the running of the club & the staff employed by the setting. Any areas of concern are highlighted to the Management Committee by the setting Manager either at the monthly meetings held or directly to the Management Committee email if immediate action is required.

All staff have now been issued contracts in line with their weekly hours and employee documents have been issued to support employees continue their roles with better understanding and clearer instructions on policies and procedures. We currently have 2 Key Workers, 5 Play Supervisors and 1 apprentice at this stage. All staff are continuing to update their core training when required.

The password approach that was taken last year whereby it is only asked of people the staff do not recognise is successfully working and will continue to remain as one of our permanent security processes. As always, prior notice must be given to the Setting Manager or Deputy Manager before an emergency contact collects a child, included in this notice must be the name of the person & their relationship to the child.

Holiday sessions - Short play sessions running either 9am-12pm or 1:30pm-4pm at the cost of £5 per session and continue to be successful. Term Time sessions - Breakfast and after school club sessions are continuing to be successful, our current numbers mean we are at capacity on many sessions and also have a waiting list for some sessions.

The implementation of the Treasury Role within the Management Committee has been a great asset to the setting in not only offering more financial advice & support to the Manager but also providing the ability to implement a monthly rolling forecast for spendature. This has allowed the Management Committee to make real time decisions on costs and to have a live view on the financial stance of the Setting. Quarterly actual updates have been implemented allowing the Committee to be Proactive if changes are needed with reviews and feedback. New Costs v Budget monitoring and proposals are costed, calculated, discussed and agreed by full committee BEFORE being implemented. Fees & salary Increase proposals are discussed & agreed with formal notifications being provided to staff members.

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

Bratt Pack 2018/2019

Financial Statement as at 31st March 2019

	<u>Budget</u> £	<u>TOTAL Actual</u> £	<u>Variance</u> £
<u>INCOME</u>			
Fee Income	(117,954.32)	(116,278.75)	1,675.57
Interest on Deposit Account		(0.37)	
<u>TOTAL INCOME</u>	(117,954.32)	(116,279.12)	1,675.57
<u>EXPENDITURE</u>			
Salaries	75,799.26	71,224.70	(4,574.56)
Rent	12,500.00	12,500.04	0.04
Insurance	850.00	775.25	(74.75)
School costs	11,011.20	6,131.00	(4,880.20)
Food & Drink	5,000.00	5,573.13	573.13
Arts & Crafts	3,500.00	3,541.32	41.32
Ofsted Reg	220.00	50.00	(170.00)
Audit fees	1,250.00	214.20	(1,035.80)
Training	0.00	602.20	602.20
Cleaning	5,000.00	1,362.50	(3,637.50)
Health & Safety / First Aid	500.00	109.85	(390.15)
Telephones	750.00	271.92	(478.08)
Workware	500.00	313.56	(186.44)
Charges for Commission	0.00	67.51	67.51
<u>TOTAL EXPENDITURE</u>	116,880.46	102,737.18	(14,143.28)
(Surplus)/Deficit for the Year	(1,073.86)	(13,541.94)	(12,467.71)
Balances B/F from previous years		(17,667.40)	
Closing Balance as at 31st March 2019		(31,209.34)	

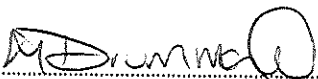
Made up of:

	<u>31st March</u> <u>2018</u>	<u>31st March</u> <u>2019</u>
<u>Current Assets</u>		
Cash in bank and in hand	17,530.27	31,071.84
Deposit Account	137.13	137.50

Represented By

General Reserve	17,667.40	31,209.34
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"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 2019. 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".

Signed  T Drummond (CMIIA)

Date 5/9/19 St Peter's Bratton Out of School Club
Charity No 1094381

Bratt Pack 2018/2019

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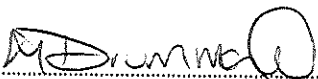
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