

APPENDIX 1



Office of the Scottish Charity Regulator

Trustees' Annual Report for the period							
Period start date				Period end date			
From	Day	Month	Year	To	Day	Month	Year
	1	April	2023		31	March	2024

Reference and administration details

Charity name	Cowdenbeath After School Club(Casc)
Other names charity is known by	
Registered charity number	SC028121
Charity's principal address	

Names of the charity trustees on date of approval of Trustees' Annual Report

	Trustee name	Office (if any)	Dates acted if not for whole year	Name of person (or body) entitled to appoint trustee (if any)
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				

Reference and administration details

Names of all other charity trustees during the period, if any, (for example, those who resigned part way through the financial period)

Name	Dates acted if not for whole year

Structure, governance and management

Type of governing
document Constitution

CONSTITUTION

Trustee recruitment and appointment

AT AGM BY PARENT/CARER MEMBERS AND COMMITTEE

Objectives and activities

Charitable purposes

We are an out of school childcare provider for the 4 primary schools in the Cowdenbeath and Hill of Beath Location providing for parents in work training or further education
Our children are of primary school age 4.5-12 years
We are registered with Care Inspectorate

Summary of the main activities
in relation to these objects

To provide a safe caring stimulating environment for the children between the hours of 3pm-6pm term time Mon-Frid and fun packed programmes during school holiday periods between the hours of 8am -6pm Mon – Friday for 4/5 weeks during summer 2 weeks Spring and 2 weeks Autumn
We incorporate lots of outdoor activities as well with frequent visits to nearby parks woodland walks local library and shops
Our staff are qualified to SSSC requirements for their posts (or working towards) and registered with Disclosure Scotland PVG scheme

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Achievements and performance

Summary of the main achievements of the charity during the financial period

Since our new Manager [REDACTED] joined us last May, we have seen an uplift with our staff and team work within the setting. There is more organisation and Care Inspectorate have given us a good satisfactory grading, are happy with our running and planning of day to day activities and the views from the children. The rapport between the children and staff is a happy one and there is always a relaxed atmosphere with the children finding our staff members very approachable, understanding and caring at all times. There have been friendships made, confidence and self esteem gained especially seen in our new school starts, as well as a feeling of independence being noticed in many. [REDACTED] has worked hard bringing all the necessary paperwork up to date and has processed an excellent new set of Policies and Procedures working from the guidelines and legislation of Scottish Government and Care Inspectorate. During the school holiday periods 23-24, our children enjoyed outings to Burntisland Beach, Dunfermline Glen Lochore Meadows Country Park, Conifox Soft play and Adventure Park. We had a paint your egg day, fun rolling them down the hill. The children also found the seagulls trying to get them hilarious. We hired two big inflatable slides during two of our programmes which the children thoroughly enjoyed. Our children's talent show was a great success last summer. Our staff have all completed their child protection refresher course, first aid refreshers and those doing SVQ qualifications for SSSC have completed and passed. Apart from not receiving some of the funding we had hoped for, it has been an excellent progressive year for the club.

Financial review

Brief statement of the charity's policy on reserves

We are never in a financial position to have reserves. If we should however, our policy would be to open a separate account for reserves only.

Details of any deficit

Unfortunately, we had a deficit of **£2631** this year due to less funding being awarded to us from funders we applied to.

Donated facilities and services (if any)

None


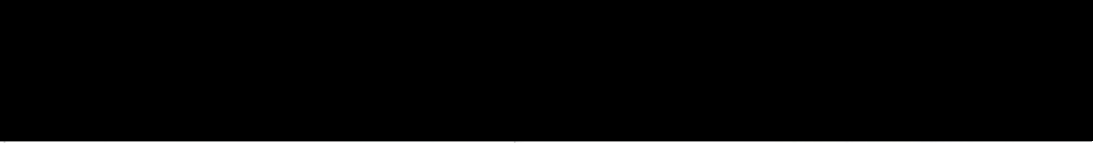
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Other optional information

Declaration

The trustees declare that they have approved the trustees' report above.

Signed on behalf of the charity's trustees

Signature(s)		
Full name(s)		
Position (e.g. Chair)	Chair Person	Treasurer
Date	27/7/2024	26/7/24

Cowdenbeath Afterschool Club



Receipts and payments accounts

SC028121

For the period from	Period start date			to	Period end date		
	Day	Month	Year		Day	Month	Year
	01	04	23		31	03	43

Section A Statement of receipts and payments

	Unrestricted funds to nearest £	Restricted funds to nearest £	Expendable endowment funds to nearest £	Permanent endowment funds to nearest £	Total funds current period to nearest £	Total funds last period to nearest £
A1 Receipts						
Donations	1,100				1,100	500
Legacies					-	
Grants	7,500				7,500	11,000
Receipts from fundraising activities	685				685	
Gross trading receipts					-	
Income from investments other than land and buildings					-	
Rents from land & buildings					-	
Gross receipts from other charitable activities	50,398				50,398	35,919
					-	
A1 Sub total	59,683	-	-	-	59,683	47,419
A2 Receipts from asset & investment sales						
Proceeds from sale of fixed assets					-	
Proceeds from sale of investments					-	
A2 Sub total	-	-	-	-	-	-
Total receipts	59,412	-	-	-	59,683	47,419
A3 Payments						
Expenses for fundraising activities					-	
Gross trading payments					-	
Investment management costs					-	
Payments relating directly to charitable activities	62,043				62,043	47,286
Grants and donations					-	
Governance costs:					-	
Audit / independent examination					-	
Preparation of annual accounts					-	
Legal costs					-	
Other					-	77
					-	
A3 Sub total	62,043	-	-	-	62,043	47,363
A4 Payments relating to asset and investment movements						
Purchases of fixed assets					-	-
Purchase of investments					-	
A4 Sub total	-	-	-	-	-	-
Total payments	62,043	-	-	-	62,043	47,363
Net receipts / (payments)	(2,631)	-	-	-	Cross Add Error	56
A5 Transfers to / (from) funds						
					-	
Surplus / (deficit) for year	(2,631)	-	-	-	#VALUE!	56

#VALUE!

Cowdenbeath Afterschool Club

Section B Statement of balances

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Expendable endowment funds to nearest £	Permanent endowment funds to nearest £	Total current period to nearest £	Total last period to nearest £
B1 Cash funds	Cash and bank balances at start of year	6,654	-			6,654	6,598
	Surplus / (deficit) shown on receipts and payments account	(2,631)				(2,631)	56
						-	
						-	
	Cash and bank balances at end of year	3,823	-	-	-	3,823	6,654
	(Agree balances with receipts and payments account(s))						

	Details	Fund to which asset belongs	Market valuation to nearest £	Last year to nearest £
B2 Investments				
		Total	-	-

	Details	Fund to which asset belongs	Cost (if available) to nearest £	Current value (if available) to nearest £	Last year to nearest £
B3 Other assets					
		Total	-	-	-

	Details	Fund to which liability relates	Amount due to nearest £	Last year to nearest £
B4 Liabilities				
		Total	-	-

	Details	Fund to which liability relates	Amount due (estimate) to nearest £	Last year to nearest £
B5 Contingent liabilities				
		Total	-	-

Signed by one or two trustees
on behalf of all the trustees

Signature

Print Name

Date of
approval

		27/7/24
		26/7/24

Section C Notes to the Accounts

C1 Nature and purpose of funds (may be stated on analysis of funds worksheets)

All funds are unrestricted and can be used by the trustees to fund the charitable activities as laid down in their constitution.

C2 Grants

Type of activity or project supported	Individual / institution	Number of grants made	£
Holiday programmes toys/equipment	Fife Coucil	1	6,000
Term time and holiday outing gas transport			
	windfarmtrust	1	1,000
	royal bank of		
	scotland	1	500
		Total	7,500

C3a Trustee remuneration

If no remuneration was paid during the period to any charity trustee or person connected to a trustee cross this box (otherwise complete section 3b)	x
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C3b Trustee remuneration - details

Authority under which paid	£

C4a Trustee expenses

If no expenses were paid to any charity trustee during the period then cross this box (otherwise complete section 4b)	x
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C4b Trustee expenses - details

	Number of trustees	£

C5 Transactions with trustees and connected persons

Nature of relationship	Nature of transaction	Transaction amount (£)	Balance outstanding at period end (£)

C6 Other information

Cowdenbeath Afterschool Club

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Additional analysis (1)

Analysis of receipts and payments

1 Donations

	Unrestricted funds to nearest £	Restricted funds to nearest £	Expendable endowment funds to nearest £	Permanent endowment funds to nearest £	Total current period to nearest £	Total last period to nearest £
Donations	1,100				1,100	500
					-	
					-	
					-	
Total	1,100	-	-	-	1,100	500

2 Grants

	Unrestricted funds to nearest £	Restricted funds to nearest £	Total current period to nearest £	Total last period to nearest £
Fife Council	7,500		7,500	3,000
Arnold Clark			-	1,000
Foundation Scotland			-	1,000
Fife Council			-	6,000
Total	7,500	-	7,500	11,000

3 Gross receipts from other charitable activities

	Unrestricted funds to nearest £	Restricted funds to nearest £	Expendable endowment funds to nearest £	Permanent endowment funds to nearest £	Total current period to nearest £	Total last period to nearest £
Fees	50,398				50,398	35,919
					-	
					-	
					-	
					-	
					-	
					-	
Total	50,398	-	-	-	50,398	35,919

reference error

reference error

4 Payments relating directly to charitable activities

	Unrestricted funds to nearest £	Restricted funds to nearest £	Expendable endowment funds to nearest £	Permanent endowment funds to nearest £	Total current period to nearest £	Total last period to nearest £
Wage Costs	43,892				43,892	27,637
Payroll	734				734	652
Rent	2,734				2,734	1,138
Petty cash/reimbursements	2,793				2,793	1,603
Transport	8,490				8,490	7,176
Insurance	280				280	349
Registration	309				309	170
Holiday Activities	793				793	339
Toys/Equipment	860				860	610
Courses					-	80
Misc	1,150				1,150	7,531
Total	62,035	-	-	-	62,035	47,285

reference error

reference error

reference error

Additional analysis (2)

5 Breakdown of unrestricted funds

	Unrestricted fund 1 - enter name of fund below	Unrestricted fund 2 - enter name of fund below	Unrestricted fund 3 - enter name of fund below	Unrestricted fund 4 - enter name of fund below	Total unrestricted funds	Total unrestricted funds last period
Receipts						
Donations cartmore/ hatrick bruce/ auto electics	1,100				1,100	500
Legacies					-	
Grants	7,500				7,500	11,000
Receipts from fundraising activities	685				685	
Gross trading receipts					-	
Income from investments other than land and buildings					-	
Rents from land & buildings					-	
Gross receipts from other charitable activities	50,127				50,127	35,919
Sub total	59,412	-	-	-	59,412	47,419
					cross ref error	
Receipts from asset & investment sales						
Proceeds from sale of fixed assets					-	
Proceeds from sale of investments					-	
Sub total	-	-	-	-	-	-
Total receipts	59,412	-	-	-	59,412	47,419
					cross ref error	
Payments						
Expenses for fundraising activities	-				-	
Gross trading payments					-	
Investment management costs					-	
Payments relating directly to charitable activities	61,743				61,743	47,286
Grants and donations					-	
Governance costs:					-	
Audit / independent examination	300				300	
Preparation of annual accounts					-	
Legal costs					-	
Sub total	62,043	-	-	-	62,043	47,286
					cross ref error	
Payments relating to asset and investment movements						
Purchases of fixed assets					-	
Purchase of investments					-	
Sub total	-	-	-	-	-	-
Total payments	62,043	-	-	-	62,043	47,286
					cross ref error	
Net receipts / (payments)	(2,631)	-	-	-	(2,631)	133
Transfers to / (from) funds						
					-	
Surplus / (deficit) for year	(2,631)	-	-	-	(2,631)	133
					cross ref error	
Nature and purpose of funds						

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APPENDIX 3



Independent examiner's report on the accounts

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Report to the trustees/members of

Charity name
Cowdenbeath After School Club

Registered charity number

SC028121

On the accounts of the charity for the period

Period start date				Period end date		
Day	Month	Year		Day	Month	Year
01	04	2023	to	31	03	2024

Set out on pages

(remember to include the page numbers of additional sheets)

Respective responsibilities of trustees and examiner

The charity's trustees are responsible for the preparation of the accounts in accordance with the terms of the Charities and Trustee Investment (Scotland) 2005 Act and the Charities Accounts (Scotland) Regulations 2006. The charity trustees consider that the audit requirement of Regulation 10(1) (d) of the Accounts Regulations does not apply. It is my responsibility to examine the accounts as required under section 44(1) (c) of the Act and to state whether particular matters have come to my attention.

Basis of independent examiner's statement

My examination is carried out in accordance with Regulation 11 of the Charities Accounts (Scotland) Regulations 2006. 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 seeks 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 accounts.

Independent examiner's statement

In the course of my examination, no matter has come to my attention [other than that disclosed on the attached page*]

- which gives me reasonable cause to believe that in any material respect the requirements:
 - to keep accounting records in accordance with section 44(1) (a) of the 2005 Act and Regulation 4 of the 2006 Accounts Regulations, and
 - to prepare accounts which accord with the accounting records and comply with Regulation 9 of the 2006 Accounts Regulations

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.

Signed:

Name:

Date:

01.08.24

Relevant professional qualification(s) or body (if any):

Address:

*Please delete the words in the brackets if they do not apply. If the words do apply, set out those matters which have come to your attention on the following page.

**COWDENBEATH AFTER SCHOOL CLUB(CASC)
RECEIPTS AND PAYMENTS
END OF YEAR ACCOUNTS SUMMARY
APRIL 2023-MARCH 2024**

SCO28121

opening bank balance 01/04/2023	£6454.00	
Cash in hand	£200.00	
Total Accounts		£6654.00

closing balance as per bank statement 31/3/2024	£3563.00
<u>Cash in hand</u>	£75.00

Net Assets 31/3/24

£3638.00

Deficit for year ending 01 04 2023- 31 03 2024

£2631.00

**signed on behalf of Cowdenbeath After School Club Voluntary
Management Committee**

Chairperson

[Redacted Signature]

Treasurer

[Redacted Signature]

27/7/24

**COWDENBEATH AFTER SCHOOL CLUB(CASC)
RECEIPTS AND PAYMENTS
END OF YEAR ACCOUNTS SUMMARY
APRIL 2023-MARCH 2024**

SCO28121

INCOME

FEES	£50,398.00	
GRANTS	£7500.00	
FUNDRAISING	685.00	
DONATIONS	£1100.00	
TOTAL INCOME		£59,412

EXPENDITURE

WAGES	£39,585.00	
PENSION	£2039.00	
HMRC	£2334.00	
INSURANCE & PC	£375.00	
SNACKS/SUNDRIES	£2180.00	
DAILY TRANSPORT CTS	£8590.00	
HOLIDAY/ACTIVITIES	£793.00	
PAYROLL PROCESSING	£734.00	
RENT	£2734.00	
TOYS/EQUIPMENT	£861.00	
REGISTRATIONS/SSSC C1 DSC ICO	£334.00	
ACCOUNTANT/ADMIN	£330.00	
REIMBURSEMENT(snacks/sundries)	£613.00	
MISCELLANEOUS(treats/venues etc)	£700.00	
		£62,043.00

DEFICIT FOR YEAR ENDING 1 04 2023-31 03 2024

£2630.00