

**Glendale After School Club Scottish Charity No**

**SC074551**

**Annual Report and Financial Statements For the Year Ended 31**

**December 2018**

## **Trustees' Annual Report**

### **For the Year Ended 31 December 2018**

The trustees have pleasure in presenting their report together with the financial statements and the independent examiner's report for the year ended 31 December 2018.

### **Reference and Administrative Information**

#### **Charity Name**

Glendale After School Club

#### **Charity No**

SC074551

#### **Address**

C/o Janice Brown, 14 Leyland Gardens, Glendale, EZ3 4YG

#### **Current Trustees**

Janice Brown	Chair
Mary Wilson	Secretary
Robin Campbell	Treasurer
Cyril Anderson	
Claire Deans	Elected – 14/06/2018
Sylvia Gregory	
Neil Jackson	Elected – 14/06/2018

#### **Other Trustees who served during the year**

Carol Healey	Retired – 14/06/2018
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### **Structure Governance and Management**

#### **Constitution**

The Charity is an unincorporated association. It is governed by its constitution which was adopted on 16 April 2004 and last amended on 14 August 2009. The Club was granted charitable status by OSCR on 4 January 2007.

#### **Appointment of Trustees**

The management committee, which normally meets on a monthly basis, are the charity's trustees. Membership of the management committee is open to all parents and guardians of children in the Club.

Trustees are elected at the Annual General Meeting which is normally held in June. Under the constitution, there must be a minimum of three and not more than nine elected trustees. The trustees may co-opt a further three trustees if they consider it would be in the interests of the Club to do so.

### **Management**

The trustees are responsible for the strategic direction and governance of the Club, whilst day-to-day running is delegated to the Club Manager and her assistant, both of whom are paid members of staff. We also have several volunteer leaders to assist on a rota basis. The Club Manager attends the trustee meetings to discuss progress and development.

The trustees are particularly aware of their responsibilities for Health and Safety, especially for the children. In addition to comprehensive insurance, our staff and volunteers all have disclosures under the Protection of Vulnerable Groups (PVG) Scheme.

### **Objectives and Activities**

#### **Charitable purposes**

To provide social and educational care facilities for children of primary school age in Glendale and the surrounding area both after school each day and during school holidays.

#### **Activities**

Our activities are all about stimulating the children and encouraging their development in a safe and caring environment. Activities include many aspects of Art and Crafts, Dance, Drama, Indoor and Outdoors Games, Physical Exercise, Singing, Team Challenges and many more.

#### **Achievements and Performance**

Demand for places at the Club remains high and we continue to have a waiting list. We are limited by both the capacity of our meeting place, Glendale Village Hall, as well as the number of leaders available.

In July, we were delighted that our efforts were recognised when we received a “highly commended” award from the National After School Clubs Council. Not only was this greatly appreciated by everyone involved in the Club, but should also help us to obtain funding to replace some of our older equipment.

Our annual summer outing in 2018 was to the Museum of Flight where the children (and not a few adults) not only enjoyed the day out but in the process learned a great deal about aviation history.

Our daily activities, both in the Village Hall and outside when the weather permits, provide a complimentary but less formal learning process to that in school. The high attendances we have, even during the school holidays, are testimony to the enjoyment the children get from attending the Club.

## **Financial Review**

Our main source of funding continues to be fees charged to parents. We have again received a grant from Central Council towards running costs, as we continue to provide places for disabled children. We are very grateful to Glendale Community Council for awarding us £1,000 towards the cost of two much needed wheelchairs and £500 towards the cost of a computer with facilities for those unable to use a keyboard. A small legacy from the estate of a former head teacher of Glendale Primary School in recognition of the Club's contribution to the community was much appreciated.

Each year we donate a small amount of the funds we raise to other charities. This year the children agreed that we would give £100 to Glendale Children's Hospice. In addition, the children themselves raised £84 which they gave to Glendale Church's Christmas appeal for orphanages abroad.

Receipts on the unrestricted fund were £15,398 (2017: £14,912) largely due to small increase in fees from April 2018. Payments for the year were £15,845 (2017: £14,827) as a result of increased staff costs. Including the balance of the cost of the wheelchairs, the resultant deficit for the year was £618 which was taken from reserves.

At the end of the year, £500 remained in the restricted fund to meet the cost of the computer which we expect to be delivered in the spring of 2019.

## **Reserves Policy**

The trustees' policy is to maintain reserves at around 2-3 months of normal running costs in order to meet commitments and to cover any unexpected expenditure. Reserves at the end of the year were £3,574, which is within the target range.

## **Plans for Future Periods**

The trustees intend to continue and develop the service that the Club provides for the benefit of the children in the community. We are actively considering starting another group in Glenside, our neighbouring village, where over 200 houses have been built in the last three years. However, this is very much dependent on finding suitable premises and sufficient leaders.

We intend to establish a Scottish Charitable Incorporated Organisation (SCIO) to take over from the existing unincorporated organisation during the current year. This will not affect the way in which the Club operates but will provide a measure of protection for the trustees as well as giving us the ability to hold property and contracts in name of the Club.

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Approved by the trustees on 15 March 2019 and signed on their behalf by:

**Janice Brown**  
**Chair**

**Statement of Receipts and Payments – For the Year Ended 31 December 2018**

<b>Receipts</b>	Note	Unrestricted Funds	Restricted Funds	<b>Total 2018</b>	Total 2017
Voluntary Receipts					
Donations and Gift Aid		629	-	<b>629</b>	398
Grants	4	1,000	1,500	<b>2,500</b>	1,000
Legacy		150	-	<b>150</b>	-
Fund Raising		1,231	-	<b>1,231</b>	1,802
Bank Interest		147	-	<b>147</b>	231
Receipts from Charitable Activities					
Membership Fees		10,763	-	<b>10,763</b>	9,904
Summer Outing		1,478	-	<b>1,478</b>	1,577
		<b>15,398</b>	<b>1,500</b>	<b>16,898</b>	<b>14,912</b>
<b>Payments</b>					
Cost of Fund Raising		389	-	<b>389</b>	207
Cost of Charitable Activities	5	14,457	-	<b>14,457</b>	13,942
Grants and Donations	6	100	-	<b>100</b>	100
Governance Costs	7	260	-	<b>260</b>	177
Purchase of Equipment		639	1,171	<b>1,810</b>	401
<b>Total Payments</b>		<b>15,845</b>	<b>1,171</b>	<b>17,016</b>	<b>14,827</b>
<b>Surplus/(Deficit) for the year</b>		(447)	329	<b>(118)</b>	85
Transfers between funds	8	(171)	171	-	
<b>Surplus/(Deficit) for the year</b>		<b>(618)</b>	<b>500</b>	<b>(118)</b>	<b>85</b>

The Notes on pages 7 and 8 form an integral part of these accounts

The above statement excludes funds raised in behalf of other charities as shown in Note 9

## Statement of Balances – As at 31 December 2018

	Unrestricted	Restricted	Total	Total
<b>Funds Reconciliation</b>	<u>Funds</u>	<u>Funds</u>	<b>2018</b>	<b>2017</b>
Cash at Bank and In Hand - 31/12/2017	4,192	-	<b>4,192</b>	4,107
Surplus/(Deficit) for year	(618)	500	<b>(118)</b>	85
<b>Cash at Bank and In Hand - 31/12//2018</b>	<u>3,574</u>	<u>500</u>	<b>4,074</b>	<u>4,192</u>

### Bank and Cash Balances

Bank Deposit Account			<b>3,500</b>	3,000
Bank Current Account			<b>535</b>	1,148
Cash in Hand			<b>39</b>	44
			<u><b>4,074</b></u>	<u>4,192</u>

### Other Assets (Unrestricted Fund)

Play equipment (estimated value)			<b>750</b>	600
Wheelchairs (at cost)			<b>1,171</b>	-
Membership fees due			<b>110</b>	65
Gift Aid accrued on donations at year end			<b>101</b>	78
			<u><b>2,132</b></u>	<u>743</u>

### Liabilities (Unrestricted Fund)

Glendale Village Hall (for hall hire)			<u><b>307</b></u>	<u>116</u>
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All funds are unrestricted

The Notes on pages 7 and 8 form an integral part of these accounts Approved by the trustees on 15 March 2019 and signed on their behalf by:

**Janice Brown**  
Chair

**Robin Campbell**  
Treasurer

## Notes to the Accounts – For the Year Ended 31 December 2018

### 1 Basis of Accounting

These accounts have been prepared on the Receipts and Payments basis in accordance with the Charities and Trustee Investment (Scotland) Act 2005 and the Charities Accounts (Scotland) Regulations 2006 (as amended).

### 2 Nature and purpose of funds

Unrestricted funds are those that may be used at the discretion of the trustees in furtherance of the objects of the charity. The trustees maintain a single unrestricted fund for the day-to-day running of the Club.

Restricted funds may only be used for specific purposes. Restrictions arise when specified by the donor or when funds are raised for specific purposes. During the year, the Club received a grant of £1,500 from Glendale Community Council being £1,000 towards the cost of two wheelchairs and £500 towards a new computer for use by disabled children.

### 3 Related Party Transactions

The Club's insurance policy includes Trustee Indemnity Insurance for all its trustees. No other remuneration was paid to the trustees or to any connected persons during the year (2017: Nil).

Travelling expenses totaling £126 were paid to two trustees during the year to enable them to attend the National After School Clubs Conference (2017: Nil).

<b>4. Grants Received</b>	Unrestricted Funds	Restricted Funds	<b>Total 2018</b>	Total 2017
Central Council	1,000	-	<b>1,000</b>	1,000
Glendale Community Council	-	1,500	<b>1,500</b>	-
	1,000	1,500	<b>2,500</b>	1,000
<b>Cost of Charitable Activities</b>	Unrestricted Funds	Restricted Funds	<b>Total 2018</b>	Total 2017
<b>5.</b> Wages and National Insurance	8,328	-	<b>8,328</b>	7,823
Hall Hire	1,507	-	<b>1,507</b>	1,434
Catering	1,324	-	<b>1,324</b>	1,480
Equipment Repairs and Maintenance	239	-	<b>239</b>	552
Insurance	688	-	<b>688</b>	664
Summer Outing	1,862	-	<b>1,862</b>	1,673
Postage, Stationery and Telephone	383	-	<b>383</b>	316
Travelling Expenses	126	-	<b>126</b>	-
	14,457	-	<b>14,457</b>	13,942

## Notes to the Accounts – For the Year Ended 31 December 2018

<b>6. Grants and Donations made</b>	<b>2018</b>	<b>2017</b>
Barnardo's	-	100
Glendale Children's Hospice	<b>100</b>	-
	<b>100</b>	100
<b>7. Governance Costs</b>		
Annual Accounts and AGM	<b>135</b>	127
Independent Examiner's Fee	<b>50</b>	50
Legal Advice	<b>75</b>	-
	<b>260</b>	177
<b>8. Transfers between funds</b>		
£171 was transferred from the unrestricted fund to the restricted fund to meet the balance of the cost of the wheelchairs not covered by the grant from Glendale Community Council.		
<b>9. Funds collected for other charities</b>		
Glendale Parish Church Christmas Appeal	<b>84</b>	50