

**Commentary on the Model Trustees' Annual Report
and Accounts:**

Busy Bees Out of School Club SCIO

This example is for an out of school club which operates in the North East of Scotland. It is incorporated as a SCIO.

The charity has income below £250,000 and as such is eligible to prepare its accounts on a Receipts and Payments Basis. The governing document does not require the charity to prepare fully accrued accounts and neither does it require an audit.

It was incorporated as a SCIO in the previous financial period, which shows the transfer of assets from the unincorporated association into the SCIO.

Busy Bees Out of School Club SCIO

Scottish Charity No – SC074552

Annual Report and Financial Statements

For the year ended 31 July 2014

Trustees' Annual Report

For the year ended 31 July 2014

The trustees have pleasure in presenting their report together with the financial statements for the year ended 31 July 2014.

Reference and Administrative Information

Charity name

Busy Bees Out of School Club SCIO

Charity no

SC074552

Address

Village School, High Street, Brachen, BZ4 4DJ

Current Trustees

Mary Smith	Chair
Evelyn Reid	Secretary
Susan Bruce	Treasurer
Fiona Mackay	
Stephen Brown	appointed 14/09/2013
Susan Smith	resigned 14/09/2013

Structure, Governance and Management

Constitution

The Charity is a Scottish Charitable Incorporated Organisation (a SCIO). It was registered in its current legal form on 23 July 2012. The charity was previously an unincorporated association but changed its legal form to a SCIO. The assets of the unincorporated association were transferred to the SCIO on the 1 August 2012. It has a single tier structure and as such the trustees are the members of the charity.

Appointment of trustees

The management committee, which normally meets on the last Wednesday of each month, are the charity's trustees. Membership of the management committee is open to all parents and guardians of children in the Club. To allow for some continuity of the committee it is also open to interested members of the community and currently Fiona Mackay – head teacher of the Village School – sits on the management committee.

Trustees are elected at the annual general meeting which is held in September. There must be a minimum of four and a maximum of eight trustees.

Objectives and Activities

Charitable purposes

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

Activities

The charity provides a breakfast, after school and holiday club, based at the Village School. The breakfast club allows drop off from 8am and a number of healthy breakfast choices are provided. Children are allowed into the playground from 8.45 to play with their friends.

The after school club runs from 3-6pm each weekday. Activities are provided to stimulate the children, encouraging their development in a safe and caring environment. On a Wednesday and Thursday we are able to use the gym hall and children can undertake indoor sporting activities. Arts and Crafts are provided and children can also chose from a wide range of games and equipment. Snacks are provided to children in the after school provision.

We are particularly proud of the development of our holiday and in service provision. We now run holiday provision for 4 weeks of the Summer holidays and a week in April and October. We also operate on all in service days. The holiday club runs a number of activities including trips to the library, bowling, cinema outings and also trips to the park.

Achievements and Performance

Demand for places at the club remains high, however due to our location at the Village School we are restricted to numbers. We now operate a walking bus from Farnhill School and this has been popular.

We had a very successful fundraising campaign and were able to purchase a minibus which means that we can take the children on longer trips during the holiday clubs. This has proved very popular with the children and we have been to the cinema and to bowling.

We had an inspection from the Care Inspectorate in May 2014 and were pleased to receive 4's and 5's in the report. Particularly pleasing were comments from the parental questionnaires.

We have continued to work with the children and parents to ensure that activities are led by demand. We have also worked this year to ensure there is quiet space where older children who wish to undertake homework can do so. Access to the internet for research purposes is available.

Financial review

Our main source of funding is fees which are charged to parents, we now also accept childcare vouchers, which has widened access for parents in the community to use our facility. Fee income has increased in the year by £6,824 due to the additional children who attend from Farnhill School due to the introduction of the walking bus. We received a grant from Brachen Council which assisted with running costs.

Our fundraising efforts this year have concentrated on the purchase of a minibus and this was purchased in January 2014 meaning that we had the use of this during the April holidays.

Since January we have not had a formal fundraising event but we look forward to our bingo tea in September and Halloween events in October. Our intention is to use funds generated to purchase equipment for the club. The children have particularly indicated that they would like an X box for use within the club.

Reserves policy

The trustees' policy is to retain 3 months worth of normal running costs in order to meet commitments and to cover any unexpected expenditure. Three months expenditure stands

at £10,312 and reserves are slightly in excess of this at £11,706. The trustees believe that this is still in an acceptable range but will continue to monitor the position.

Plans for future period

The trustees intend to continue to develop the service. The walking bus which allows children to be collected from Farnhill School has proved successful. With the addition of our minibus we hope to extend the breakfast club provision to Farnhill children. Whilst the Care Inspectorate report was very good there were some minor recommendations made and we intend to address these in the forthcoming year.

Statement of Receipts and Payments for the year ended 31 July 2014

	Unrestricted Funds	Restricted Funds	Year ended 31/07/2014	Period ended 31/07/2013
Receipts				
Donations	-	5,000	5,000	3,535
Grants	3,750	-	3,750	3,750
Fundraising	-	5,500	5,500	4,000
Bank interest	5	-	5	4
Receipts from charitable activities – Membership fees	43,256	-	43,256	36,436
Total receipts	<u>47,011</u>	<u>10,500</u>	<u>57,511</u>	<u>47,725</u>
Payments				
Fundraising costs	-	693	693	217
Cost of charitable activities	41,247	-	41,247	36,523
Governance costs	500	-	500	450
Purchase of equipment	-	13,900	13,900	-
Total payments	<u>41,747</u>	<u>14,593</u>	<u>56,340</u>	<u>37,190</u>
Surplus/(Deficit) for the year	5,264	(4,093)	1,171	10,535
Transfers between funds	(93)	93	-	-
Surplus/(Deficit) for the year	<u>5,171</u>	<u>(4,000)</u>	<u>1,171</u>	<u>10,535</u>

Statement of Balances - As at 31 July 2014

	Unrestricted Funds	Restricted Funds	Total 2014	Total 2013
Opening cash at bank and in hand	6,535	4,000	10,535	-
Surplus/(Deficit) for the year	5,171	(4,000)	1,171	10,535
Closing cash at bank and in hand	<u>11,706</u>	<u>-</u>	<u>11,706</u>	<u>10,535</u>

Bank and Cash Balances

Bank deposit account	5,706	-	5,706	4,535
Savings account	6,000	-	6,000	6,000
	<u>11,706</u>	<u>-</u>	<u>11,706</u>	<u>10,535</u>

Other assets - unrestricted fund

Minibus			13,900	-
Play equipment (estimated value)			1,250	1,250
Fees due to be received			250	360
			<u>15,400</u>	<u>1,610</u>

Liabilities (unrestricted fund)

PAYE			<u>362</u>	<u>278</u>
------	--	--	------------	------------

Notes to the accounts - for the year ended 31 July 2014

1 Basis of accounting

These accounts have been prepared on the Receipts and Payments basis in accordance with the Charities & 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 charity received donations of £5,000 towards their minibus appeal and also raised £5,500 through fundraising events.

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 any connected persons during the year (2013:Nil)

4 Donations

	Unrestricted Funds	Restricted Funds	Total 2014	Total 2013
Transfer from unincorporated association	-	-	-	3,535
Brachen Trust - minibus appeal		5,000	5,000	-
	<hr/> -	<hr/> 5,000	<hr/> 5,000	<hr/> 3,535

5 Grants received

	Unrestricted Funds	Restricted Funds	Total 2014	Total 2013
Brachen Council	<hr/> 3,750	<hr/> 0	<hr/> 3,750	<hr/> 3,750

6 Cost of charitable activities

	Unrestricted Funds	Restricted Funds	Total 2014	Total 2013
Wages and national insurance	34,164	-	34,164	31,406
Rent	1,800	-	1,800	1,800
Provision of breakfast and snack	2,546	-	2,546	1,916
Fuel	327	-	327	-
Insurance	996	-	996	578
Postage, stationery and phone	238	-	238	198
Entertainment and outings	1,356	-	1,356	625
	<u>41,247</u>	<u>-</u>	<u>41,247</u>	<u>36,523</u>

7 Governance costs

	Unrestricted Funds	Restricted Funds	Total 2014	Total 2013
Independent examiner's fee	<u>500</u>	<u>-</u>	<u>500</u>	<u>450</u>

8 Transfers between funds

£93 was transferred from unrestricted funds to cover the cost of the minibus which was not met through restricted funds raised.