East Pollokshields Out of School Care

Report and Financial Statements

for the year ended 31 March 2014

Charity number: SC023161
Company number: SC215331

East Pollokshields Out of School Care

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East Pollokshields Out of School Care

Legal and Administrative Information

Charity name	East Pollokshields Out of School Care	
Charity registration number	SC023161	
Company registration number	SC215331	
	Sean O'Neil	Chair
	Carolyn Sleith	Resigned 16/8/2013
	Valerie McEwan	
	Gillian Lau	
	Hussein Kabanda	
	Farida Fadhil	Resigned 12/5/2014
Company secretary	Angela Whyte	Resigned 22/7/2014
Principal office and Registered office	241 Albert Drive Glasgow G41 2NA	
Auditors	Alexander Sloan Chartered Accountants 38 Cadogan Street Glasgow G2 7HF	

East Pollokshields Out of School Care

Trustees' Annual Report
for the year ended 31 March 2014

The Trustees present their report and the financial statements of the charity for the year ended 31 March 2014.

Trustees

The Directors of the charitable company are its Trustees for the purpose of charity law and throughout this report are collectively referred to as the Trustees.

The Trustees serving during the year and since the year end are detailed on page 1.

STRUCTURE, GOVERNANCE AND MANAGEMENT

Governing document
The organisation is an incorporated Scottish charity governed by its Memorandum & Articles of Association.

Appointment of Trustees
Before the AGM a letter is sent to parents and carers encouraging them to become Trustees. At the AGM the Chairperson explains the Trustees Responsibilities and requests nominations for Trustees. The Trustees are appointed at the AGM.

OBJECTIVES AND ACTIVITIES

The objectives of the charity as contained within the governing document are:

1. To promote the care and education of children and primarily children who attend school in East Pollokshields ("the Operating Area") and associated secondary schools in need of care during out-of-school hours and during school holidays and to promote the provision of facilities for the recreation and other leisure time occupations of such children in the interests of social welfare with the purpose of improving their conditions of life and to enable parents to work or pursue further/higher education or training.

2. To advance education amongst the residents of the Operating Area, particularly among young people and the unemployed.

3. To promote and/or provide training in skills of all kinds particularly skills as will assist those of the Operating Area in obtaining paid employment.

4. To promote, establish and operate other schemes of a charitable nature for the benefit of the community within the operating area.

East Pollokshields Out of School Care

Trustees' Annual Report
for the year ended 31 March 2014

ACHIEVEMENTS AND PERFORMANCE

2013-2014 saw continued success and progress for EPOSC in March 2014 with the Care Inspectorate, after thorough inspection across four categories, awarding us with three grades of 5 ("Very Good") for Care & Support, Staffing and also Management and Leadership. The other category of Environment achieved an award of 4 ("Good") - being reduced in the main due to the condition of the old school the service is run from. This is an excellent achievement by all concerned at EPOSC and underlines the dedication and professionalism of our small team. EPOSC also had a monitoring visit from Glasgow City Council towards maintaining standards and achieving improvements where room for such was identified. We would very much thank the strong support provided and offered by the council going forward into the next year when those resources made available to EPOSC will become invaluable to our ongoing stability and improved governance. In particular we would very much like to thank Ms Karen McCormack and Ms Simone Khan for their support and advice.

During the last year the service maintained its expected child intake reflecting in our generated income through parental fees. The level of GCC grants funding for the year has dropped slightly, however as with the previous year we were aware this would happen due to funding reducing. Again there is nothing certain in the long term with this source of income, and any received will most probably be a reduction on previous years and accordingly EPOSC must continue to work towards self-sustainability, towards insulating against the impact of such anticipated reductions in funding.

Again, as in recent years the Service remains financially stable due essentially to the two main income sources being reasonably strong and expenditure streams being known. However the trustees recognise the wider economic reality and with continued grant funding being essential for the service, the continued support of Glasgow City Council is greatly appreciated. However the charity will in the next year forge ahead towards strengthening its parental income against grant funding.

The last year also saw the EPOSC again plan and roll out its very popular Summer Programme for 5 to 14 year olds. Unlike previously Awards for All grant funding was not available this year, however using our generated resources a Summer Programme was achieved to the acclaim of both children and their parents/guardians. This again was made possible by the dedication, creativity, drive and skill of the EPOSC service team.

EPOSC seeks to embrace the 'Curriculum for Excellence' ethos giving the children the opportunity to become Confident Individuals, Successful Learners, Effective contributors and Responsible Citizens. EPOSC seeks to provide the children the opportunity to develop and thrive upon new challenges which they may not get the chance to experience at home or at school. The children enjoy the freedom to develop through making decisions both individually and as part of a group, whilst expressing themselves through play and testing their potential. EPOSC wish to thank the parents and children who have used the service and are now be moving on to high school or away from the locality. We wish you all well. Equally the trustees would like to warmly welcome all new parents and children who are new to EPOSC.

The continuing stability and improvement of the Service remains the principal concern. Keeping present service users and attracting new users remains a focus and the pricing structure of EPOSC is regularly reviewed. Similarly, attracting service-users to participate in the governance of the Service is crucial to functioning of the charity and to remaining close to the community it serves.

While the trustees are encouraged to bring their skills and experience with them when joining the EPOSC board, the board is very pleased and fortunate to be supported on a daily basis by the commitment of its staff. At the end of the financial year Service Manager Angela Whyte decided to move on and we are most grateful to her deputy, Jackie Love for agreeing to take the reins and lead the service pending the recruitment of a new manager. The board of EPOSC also gives their sincere thanks for the continued support and energy of the rest of its dedicated team, especially to Rajwant Saur, Debbie Craig, Chelsea Kernachan and Pamela Johnstone. Thank you all for your input during the year.

FINANCIAL REVIEW

The charity had a net movement in funds of £2,313 for the year and has accumulated reserves of £69,388 at the balance sheet date.

Principal funding sources

The principal funding sources are parents fees and grants from Glasgow City Council.

Principal activity

The principal activity of the charity is the provision of out of school childcare services.

Reserves policy

It is the policy of the Charity to maintain unrestricted funds at a level to provide sufficient funds to cover at least six months running costs of the charity.

STATEMENT OF TRUSTEES' RESPONSIBILITIES

The Trustees (who are also Directors of East Pollokshields Out of School Care for the purposes of company law) are responsible for preparing the Trustees' Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Company law 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 charitable company and of the incoming resources and application of resources, including the income and expenditure, of the charitable company for that period. In preparing these financial statements, the Trustees are required to:

- select suitable accounting policies and then apply them consistently;

- observe the methods and principles in the Charities SORP;

- make judgements and accounting estimates that are reasonable and prudent;

- state whether applicable UK Accounting Standards have been followed, subject to any material departures disclosed and explained in the financial statements;

- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charitable company will continue in operation.

The Trustees are responsible for keeping proper accounting records that disclose with reasonable accuracy at any time the financial position of the charitable company and enable them to ensure that the financial statements comply with the Companies Act 2006, the Charities and Trustee Investment (Scotland) Act 2005 and the Charities Accounts (Scotland) Regulations 2006. They are also responsible for safeguarding the assets of the charitable company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

In so far as the Trustees are aware:

- there is no relevant audit information of which the charitable company's auditor is unaware, and

- the Trustees have taken all the steps that they ought to have taken to make themselves aware of any relevant audit information and to establish that the auditor is aware of that information.

Auditor
A resolution proposing that Alexander Sloan, Chartered Accountants, be reappointed as auditor of the charitable company will be put to the Annual General Meeting.

This report has been prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small companies.

This report was approved by the Trustees on 1 December 2014 and signed on their behalf by

Sean O'Neil
Trustee

Independent Auditor's Report to the Trustees of East Pollokshields Out of School Care

We have audited the financial statements of East Pollokshields Out of School Care for the year ended 31 March 2014 which comprise the Statement of Financial Activities, the Balance Sheet and the related notes. The financial reporting framework that has been applied in their preparation is applicable law and the Financial Reporting Standard for Smaller Entities (Effective April 2008) (United Kingdom Generally Accepted Accounting Practice applicable to Smaller Entities).

This report is made exclusively to the charity's Trustees, as a body, in accordance with Section 44 (1)(c) of the Charities and Trustee Investment (Scotland) Act 2005 and Regulation 10 of the Charities Accounts (Scotland) Regulations 2006. Our audit work has been undertaken so that we might state to the charity's Trustees those matters we are required to state to them in an auditor's report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the charity and its Trustees as a body, for our audit work, for this report, or for the opinions we have formed.

Respective responsibilities of Trustees and Auditor

As explained more fully in the Trustees' Responsibilities Statement (set out in the Trustees' Annual Report), the Trustees (who are also the Directors of the charitable company for the purposes of company law) are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view.

The Trustees have elected for the financial statements to be audited in accordance with the Charities and Trustee Investment (Scotland) Act 2005 rather than also with the Companies Act 2006. Accordingly we have been appointed as Auditor under Section 44(1)(c) of the Charities and Trustee Investment (Scotland) Act 2005 and report in accordance with that Act.

Our responsibility is to audit and express an opinion on the financial statements in accordance with applicable law and International Standards on Auditing (UK and Ireland). Those standards require us to comply with the Auditing Practices Board's [APB's] Ethical Standards for Auditors.

We have undertaken the audit in accordance with the requirements of APB Ethical Standards including APB Ethical Standard - Provisions Available for Small Entities, in the circumstances set out in note 15 to the financial statements.

Scope of the audit of the financial statements

An audit involves obtaining evidence about the amounts and disclosures in the financial statements sufficient to give reasonable assurance that the financial statements are free from material misstatement, whether caused by fraud or error. This includes an assessment of: whether the accounting policies are appropriate to the charitable company's circumstances and have been consistently and adequately disclosed; the reasonableness of significant accounting estimates made by the Trustees ; and the overall presentation of the financial statements. In addition, we read all the financial and non-financial information in the Trustees' Annual Report to identify material inconsistencies with the audited financial statements and to identify any information that is apparently materially incorrect based on, or materially inconsistent with, the knowledge acquired by us in the course of performing the audit. If we become aware of any apparent material misstatements or inconsistencies we consider the implications for our report.

Opinion on financial statements

In our opinion the financial statements:

- give a true and fair view of the state of the charitable company's affairs as at 31 March 2014 and of its incoming resources and application of resources, including its income and expenditure, for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice; and
- have been prepared in accordance with the requirements of the Companies Act 2006, the Charities and Trustee Investment (Scotland) Act 2005 and Regulation 8 of the Charities Accounts (Scotland) Regulations 2006 (as amended).

Independent Auditor's Report to the Trustees of East Pollokshields Out of School Care (continued)

Matters on which we are required to report by exception

In respect of the following matters where the Charities Accounts (Scotland) Regulations 2006 (as amended) requires us to report to you if, in our opinion:

- the information given in the Trustees' Annual Report is inconsistent in any material respect with the financial statements; or
- the charitable company has not kept proper and adequate accounting records; or
- the financial statements are not in agreement with the accounting records and returns; or
- we have not received all the information and explanations we require for our audit.
- the trustees were not entitled to prepare the financial statements in accordance with the small companies regime and take advantage of the small companies exemption in preparing the Trustees' Annual Report.

We have nothing to report in respect of these matters.

Mark Mulholland (Senior Statutory Auditor)
for and on behalf of
Alexander Sloan
Chartered Accountants and
Statutory Auditor

38 Cadogan Street
Glasgow

Date: 1/12/14

Alexander Sloan is eligible to act as an auditor in terms of Section 1212 of the Companies Act 2006

East Pollokshields Out of School Care

Statement of Financial Activities
(incorporating Income and Expenditure Account)

for the year ended 31 March 2014

	Notes	Unrestricted General funds £	Unrestricted Designated funds £	2014 Total £	2013 Total £
Incoming resources					
Incoming resources from generated funds					
Voluntary income	2	31,339	9,300	40,639	39,174
Activities for generating funds	3	47,454	-	47,454	47,671
Other incoming resources		300	-	300	300
Total incoming resources		79,093	9,300	88,393	87,145
Resources expended					
Charitable activities	4	(81,851)	(7,193)	(89,044)	(93,689)
Governance costs	5	(1,662)	-	(1,662)	(1,735)
Total resources expended		(83,513)	(7,193)	(90,706)	(95,424)
Net movement in funds		(4,420)	2,107	(2,313)	(8,279)
Reconciliation of funds					
Total funds brought forward		34,472	37,229	71,701	79,980
Total funds carried forward		30,052	39,336	69,388	71,701

The notes on pages 10 to 14 form an integral part of these financial statements.

East Pollokshields Out of School Care

Balance Sheet
as at 31 March 2014

	Notes	2014 £	2014 £	2013 £	2013 £
Current assets					
Debtors	9	497		2,704	
Cash at bank and in hand		74,016		73,237	
		74,513		75,941	
Creditors: amounts falling due within one year	10	(5,125)		(4,240)	
Net current assets			69,388		71,701
Net assets			69,388		71,701
Funds					
Unrestricted funds					
General funds	12		30,052		34,472
Designated funds	13		39,336		37,229
			69,388		71,701

The financial statements are prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small companies.

The financial statements were approved and authorised for issue by the Directors on 1 December 2014 and signed on their behalf by

Sean O'Neil
Trustee
Registered number: SC215331

The notes on pages 10 to 14 form an integral part of these financial statements.

1. Accounting policies

1.1. Accounting convention

The financial statements are prepared under the historical cost convention and where appropriate modified to include the revaluation of certain fixed assets and in accordance with the Statement of Recommended Practice - Accounting and Reporting by Charities (SORP 2005) issued in March 2005, the Charities and Trustee Investment (Scotland) Act 2005, the Charities Accounts (Scotland) Regulations 2006 and in accordance with the Financial Reporting Standard for Smaller Entities (effective April 2008) and the Companies Act 2006. The principal accounting policies adopted in the preparation of the financial statements are set out below.

1.2. Incoming resources

Turnover represents the total invoice value of sales made during the year.

Income from parents' fees is recognised as the services are provided.

1.3. Resources expended

Expenditure is recognised on an accruals basis when a liability is incurred. Expenditure includes any VAT which cannot be fully recovered, and is reported as part of the expenditure to which it relates.

Charitable expenditure comprises those costs incurred by the charity in the delivery of its activities and services for its beneficiaries. It includes both costs that can be allocated directly to such activities and those costs of an indirect nature necessary to support them.

Governance costs include those incurred in the governance of the charity and its assets and are primarily associated with constitutional and statutory requirements.

2. Voluntary income

	2014	2013
	£	£
Grants	40,639	39,174
	40,639	39,174

3. Activities for generating funds

	2014	2013
	£	£
Parents' Fees	47,454	47,671
	47,454	47,671

4. Costs of charitable activities

	2014 £	2013 £
Wages and salaries	63,728	62,467
Employer's NI contributions	2,447	1,510
Cleaning	675	402
Printing, postage and stationery	1,178	800
Telephone	1,377	1,506
Lets	2,495	1,935
Outings	1,143	1,855
Equipment Leasing	2,737	2,178
Projects	-	3,300
Development	-	2,000
Equipment	745	1,759
Uniforms	320	312
Summer programme	7,193	8,012
Payroll processing fees	494	546
Snacks	2,083	2,253
Play Materials	229	106
General expenses	1,047	1,651
Training costs	1,153	907
Bad debts	-	190
	89,044	93,689

5. Governance costs

	2014 £	2013 £
Audit	1,662	1,735
	1,662	1,735

6. Net resources expended for the year

	2014 £	2013 £
Net resources expended is stated after charging:		
Auditors' remuneration	1,662	1,735

7. Employees

Number of employees

The average monthly numbers of employees during the year were:	2014 Number	2013 Number
	7	9

Employment costs

	2014 £	2013 £
Wages and salaries	63,728	62,467
Social security costs	2,447	1,510
	66,175	63,977

There were no employees who received remuneration of over £60,000 in the period.

8. Trustees' emoluments

No trustees received remuneration or expenses during the year.

9. Debtors

	2014 £	2013 £
Other debtors	497	2,704

10. Creditors: amounts falling due within one year

	2014 £	2013 £
Trade creditors	3,333	2,500
Accruals and deferred income	1,792	1,740
	5,125	4,240

11. Analysis of net assets between funds

	Unrestricted funds £	Designated funds £	Total funds £
Fund balances at 31 March 2014 as represented by:			
Current assets	35,177	39,336	74,513
Current liabilities	(5,125)	-	(5,125)
	30,052	39,336	69,388

12. Unrestricted General Funds

	1 Apr '13 £	Incoming £	Outgoing £	31 Mar '14 £
Unrestricted Funds	34,472	79,093	(83,513)	30,052
	34,472	79,093	(83,513)	30,052

Purposes of General Funds

Unrestricted Funds

Monies received from fees is used to provide on going staff training, purchase equipment and craft supplies for the children to maintain a high level of childcare. Funding received from Glasgow City Council can only be used for staff wages.

13. Unrestricted Designated Funds

	1 Apr '13	Incoming	Outgoing	31 Mar '14
	£	£	£	£
Redundancy fund	36,750	-	-	36,750
Summer Programme Fund	479	9,300	(7,193)	2,586
	37,229	9,300	(7,193)	39,336

Purposes of Designated Funds

Redundancy fund

The redundancy fund is a designated fund set aside to be used in the event of the close down of the charity. This fund covers redundancy costs as well as professional fees associated with any closure.

Summer Programme Fund

The Summer Programme fund has been established by a grant received from Awards for All in order to run the summer programme.

14. Financial commitments

At 31 March 2014 the charity had annual commitments under non-cancellable operating leases as follows:

	2014	2013
	£	£
Expiry date:		
Within one year	-	1,158
Between one and five years	1,800	-
	1,800	1,158

15. Ethical matters

In common with many other charities of our size and nature, we use our auditors to assist with the preparation of the financial statements.

East Pollokshields Out of School Care

The following pages do not form part of the statutory accounts.

East Pollokshields Out of School Care

Detailed Income and Expenditure Account
for the year ended 31 March 2014

	2014		2013	
	£	£	£	£
Income				
Voluntary Income				
Grants	40,639		39,174	
		40,639		39,174
Activities for generating funds				
Parents' Fees	47,454		47,671	
		47,454		47,671
Other incoming resources				
Other Income	300		300	
		300		300
Total income		88,393		87,145
Total expenditure		(90,706)		(95,424)
Net deficit for the year		(2,313)		(8,279)

East Pollokshields Out of School Care

Schedule of Expenditure
for the year ended 31 March 2014

	2014		2013	
	£	£	£	£
Expenditure				
Charitable activities				
Staff costs				
Wages and salaries	63,728		62,467	
Employer's NI contributions	2,447		1,510	
		66,175		63,977
Premises costs				
Cleaning	675		402	
		675		402
Running costs				
Printing, postage and stationery	1,178		800	
Telephone	1,377		1,506	
Lets	2,495		1,935	
Outings	1,143		1,855	
Equipment Leasing	2,737		2,178	
Projects	-		3,300	
Development	-		2,000	
Equipment	745		1,759	
Uniforms	320		312	
Summer programme	7,193		8,012	
Payroll processing fees	494		546	
Snacks	2,083		2,253	
Play Materials	229		106	
General expenses	1,047		1,651	
Training costs	1,153		907	
		22,194		29,120
Bad and doubtful debts				
Bad debts	-		190	
		-		190
Total of charitable activity expenditure		89,044		93,689
Governance Costs				
Audit	1,662		1,735	
		1,662		1,735
Total expenditure		90,706		95,424