

**Kinloch Out of School Care Club  
known as Kinloch Kids Club**

**Financial statements for the year  
ended 31 March 2018**

**Registered Charity Number SC024251**

# **Kinloch Out of School Care Club known as Kinloch Kids Club**

## **Contents**

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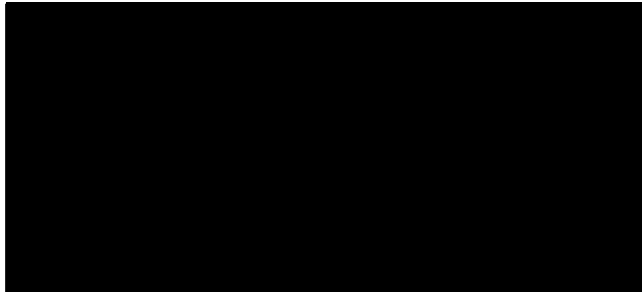
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**Kinloch Out of School Care Club  
known as Kinloch Kids Club**

**Charity information**

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**Management committee**




**Principal address**

Woodlands Primary School  
Queen Street  
Carnoustie  
DD7 7SU

**Charity number**

SC024251

**Independent examiner**

  
Henderson Loggie  
Chartered Accountants  
The Vision Building  
20 Greenmarket  
Dundee  
DD1 4QB

**Bankers**

The Royal Bank of Scotland plc  
97 High Street  
Carnoustie  
DD7 6YB

# **Kinloch Out of School Care Club known as Kinloch Kids Club**

## **Report of the Management Committee**

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The Trustees present their annual report and financial statements for the year ended 31 March 2018. This report is prepared in accordance with the Constitution of the Charity, the Charities and Trustee Investment (Scotland) Act 2005, the Charities Accounts (Scotland) Regulations 2006 (as amended) and Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their financial statements in accordance with the Financial Reporting standard applicable in the UK and Republic of Ireland (FRS 102).

### **Constitution**

The Kinloch Kids Club's governing document is its Constitution agreed and adopted on 5 November 1995 and amended on 5 July 1997.

There are no restrictions imposed by the Constitution concerning the way in which the club operates.

Investment powers rest with the Management Committee.

Copies of the Constitution are available on request.

### **Appointment of Management Committee members**

The Management Committee at the date of this report are shown on page 1.

██████████ resigned as treasurer during September 2017 and resigned as a committee member on 3 September 2018. ██████████ was appointed as treasurer on 1 April 2018.

██████████ were appointed as committee members on 26 February 2018 and 26 March 2018, respectively.

██████████ resigned as committee member during February 2018.

The administration of the Club is the responsibility of the Management Committee which consists of the office bearers together with one ordinary member. All committee members shall be elected at the AGM and shall serve for one year. They shall be eligible for re-election but shall not serve for more than three years. The Management Committee shall have powers to fill casual vacancies by co-option, and to co-opt not more than three members.

Committee members are appointed at the AGM. All Club members (ie parents with registered children) are invited to attend the AGM. Office bearers are elected first (proposed, seconded, then a majority of those present is required), then committee members. It has not been necessary so far to co-opt committee members as we have always had sufficient willing volunteers.

The key management personnel are deemed to be the Management Committee. See note 4 of the financial statements.

# **Kinloch Out of School Care Club known as Kinloch Kids Club**

## **Report of the Management Committee (continued)**

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### **Organisation**

Decisions regarding the operation of the Club are taken at committee meetings (approximately ten a year). The Management Committee appoints a manager and play leaders to handle day to day administration of Kinloch Kids Club. The manager reports to the Management Committee at meetings and to the office bearers on a regular basis.

### **Risk management**

The Management Committee has assessed the major risks to which the Club is exposed, in particular those related to the operations and finances of the Club, and are satisfied that systems are in place to mitigate the Club's exposure to the major risks.

With regards to the main risks of running the club, the club has the following procedures in place.

#### **Childcare fees**

All parents are asked to pay in advance. Parents are given a balance at the end of the week verbally by staff and advised of any monies due to the club.

#### **Committee/staff**

All club staff are PVG checked by Angus Council. Each staff member is registered with the SSSC and works towards the relevant qualifications required to fulfil their role within the club. The club's Chairperson is also PVG checked and is vetted by SCSWIS.

#### **Insurance**

The club has Employer's Liability Insurance, this is renewed yearly.

#### **Club inspections**

The club is registered with SCSWIS and is inspected regularly to ensure that the care provided is of a high quality and follows relevant government legislation.

### **Objectives**

The objectives of the Club are:

- i. to promote the care and education of children in need of care during out of school hours, school holidays, in-service days and any polling days; and
- ii. to promote the provision of facilities for the recreation and leisure-time occupation of such children in the interests of social welfare with the object of improving their condition of life.

### **Financial review**

The results for the year are set out in the statement of financial activities and shows a surplus of £11,300 (2017 - £78).

# **Kinloch Out of School Care Club known as Kinloch Kids Club**

## **Report of the Management Committee (continued)**

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### **Achievements and performance**

Throughout the year the club has continued to provide good quality childcare before, after school and during the school holidays and In-Service/Mid Term days.

Although the number of children registering increased at both sites, our Burnside site has been the busiest of the two with a high number of children attending our breakfast sessions.

After a disappointing Care Inspection report for our Burnside site at the start of January 2018 the club has made good improvements with our primary focus being on the Quality of Care and Support and Quality of Staffing. Latest inspections have seen us being awarded a higher grade which the club staff and management committee will continue to improve on.

Two of the club's Support Workers are currently progressing with their SVQ in Social Services (Children and Young People) SCQF Level 6. The club also recruited two new Support Workers who will also be working towards the relevant qualification as set out by the SSSC.

Our future plans are to-

- Develop and put in place a Quality Assurance system which allows us to monitor and evaluate the service we provide.
- Continue to work with the Care inspectorate to improve our service.
- Continue to improve our participation policy with our service users and their parents/carers by gaining meaningful feedback and suggestions through a variety of ways which will be used to improve the service we provide.

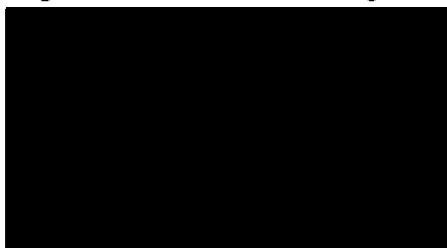
### **Reserves policy**

The Management Committee has established a policy to maintain unrestricted funds, which are the free reserves of the Club, at a level which equates to approximately three months unrestricted expenditure which equates to £25,186. The level of free reserves held at 31 March 2018 was £49,979 (2017 - £38,619). Total reserves amount to £50,395 (2017 - £39,095).

### **Future strategy**

As ever, to continue supporting our hard-working staff and providing a safe, clean and fun environment for the children in our care, while keeping costs as affordable and reasonable as possible in a bid to support their parents but also keep the club on a sound financial footing. Our fundraising efforts will continue with sponsored events and fun social events.

Signed on behalf of the Management Committee by:



04/03/2019

## **Kinloch Out of School Care Club known as Kinloch Kids Club**

### **Statement of Management Committee responsibilities**

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The Management Committee is responsible for preparing the Report of the Management Committee and the financial statements in accordance with the applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

The law applicable to charities in Scotland requires the Management Committee to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charity and of the incoming resources and application of resources of the charity for that period. In preparing these financial statements, the Management Committee is required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable accounting standards have been followed, subject to any material departures disclosed and explained in the financial statements; and
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in business.

The Management Committee is responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the charity and to enable it to ensure that financial statements comply with the Charities and Trustee Investment (Scotland) Act 2005, the Charities Accounts (Scotland) Regulations 2006 (as amended) and the provisions of the charity constitution. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

# **Kinloch Out of School Care Club known as Kinloch Kids Club**

## **Report of the Independent Examiner to the Management Committee of Kinloch Out of School Care Club known as Kinloch Kids Club**

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I report on the financial statements of the Club for the year ended 31 March 2018 which are set out on pages 7 to 14.

### **Respective responsibilities of the Management Committee and Examiner**

The members of the Management Committee are responsible for the preparation of the financial statements in accordance with the terms of the Charities and Trustee Investment (Scotland) Act 2005 and the Charities Accounts (Scotland) Regulations 2006. The Management Committee considers that the audit requirement of Regulation 10(1)(a) to (c) of the 2006 Accounts Regulations does not apply. It is my responsibility to examine the financial statements as required under Section 44(1)(c) of the Act and to state whether particular matters have come to my attention.

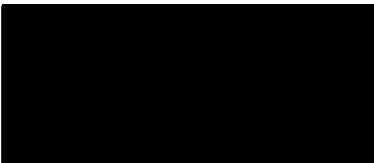
### **Basis of Independent Examiner's Statement**

My examination is carried out in accordance with Regulation 11 of the 2006 Accounts Regulations. An examination includes a review of the accounting records kept by the Club and a comparison of the financial statements presented with those records. It also includes consideration of any unusual items or disclosures in the financial statements, and seeks explanations from the Management Committee 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 view given by the financial statements.

### **Independent Examiner's Statement**

In the course of my examination, no matter has come to my attention:

- 1 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 financial statements which accord with the accounting records and comply with Regulation 8 of the 2006 Accounts Regulations have not been met, or
- 2 to which, in my opinion, attention should be drawn in order to enable a proper understanding of the financial statements to be reached.



Henderson Loggie  
Chartered Accountants  
The Vision Building  
20 Greenmarket  
Dundee  
DD1 4QB

25 March 2019



**Kinloch Out of School Care Club  
known as Kinloch Kids Club**

**Statement of financial activities for the year ended 31 March 2018**

	Note	Unrestricted funds £	Restricted funds £	Total funds 2018 £	Total funds 2017 £
<b>Income</b>					
Donations		53	-	53	55
Charitable activities		111,797	3,850	115,647	103,872
Other trading activities		479	-	479	25
Investment income		-	-	-	53
<b>Total income</b>	2	<b>112,329</b>	<b>3,850</b>	<b>116,179</b>	<b>104,005</b>
<b>Expenditure</b>					
<b>Charitable activities:</b>					
Provision of care and facilities	3	100,745	4,134	104,879	103,927
<b>Total expenditure</b>		<b>100,745</b>	<b>4,134</b>	<b>104,879</b>	<b>103,927</b>
<b>Net income/(expenditure)</b>		<b>11,584</b>	<b>(284)</b>	<b>11,300</b>	<b>78</b>
Transfers between funds	7	(224)	224	-	-
<b>Net movement of funds in year</b>		<b>11,360</b>	<b>(60)</b>	<b>11,300</b>	<b>78</b>
Total funds brought forward		38,619	476	39,095	39,017
<b>Total funds carried forward</b>	7	<b>49,979</b>	<b>416</b>	<b>50,395</b>	<b>39,095</b>
		=====	=====	=====	=====

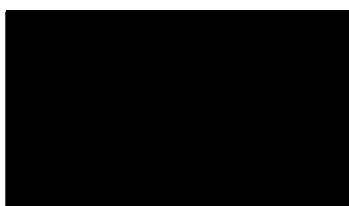
All the above activities are continuing in both financial years.

**Kinloch Out of School Care Club  
known as Kinloch Kids Club**

**Balance sheet at 31 March 2018**

	Note	£	2018 £	£	2017 £
<b>Fixed assets</b>					
<b>Equipment</b>					
Net book value at 31.03.17		491		556	
Depreciation charge		(64)		(65)	
			427		491
<b>Current assets</b>					
Debtors and prepayments	5	6,191		4,439	
Bank		57,355		46,017	
Cash in hand		35		2	
		63,581		50,458	
<b>Current liabilities</b>					
Creditors and accruals	6	(13,613)		(11,854)	
<b>Net current assets</b>			49,968		38,604
<b>Net assets</b>			50,395		39,095
			=====		=====
<b>Represented by</b>					
Unrestricted funds	7		49,979		38,619
Restricted funds	7		416		476
			50,395		39,095
			=====		=====

Approved by the Management Committee on ...5.3.2019 and signed on its behalf by:



# **Kinloch Out of School Care Club known as Kinloch Kids Club**

## **Notes to the financial statements**

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### **1 Accounting policies**

The following accounting policies have been applied in dealing with items which are considered material in relation to the Club's financial statements.

#### **Basis of preparation and assessment of going concern**

The financial statements are prepared under the historical cost convention and include the results of the Club's operations as indicated in the Report of the Management Committee, all of which are continuing.

The financial statements have been prepared in accordance with applicable accounting standards and the Statement of Recommended Practice: Accounting and Reporting by Charities preparing their financial statements in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) issued during July 2014, the Charities and Trustee Investment (Scotland) Act 2005 and the Charities Accounts (Scotland) Regulations 2006 (as amended).

The Club constitutes a public benefit entity as defined by FRS 102.

The Management Committee considers that there are no material uncertainties about the Club's ability to continue as a going concern.

The financial statements are prepared in sterling, which is the functional currency of the Club. Monetary amounts in these financial statements are rounded to the nearest £.

The following is a summary of the significant accounting policies adopted by the Management Committee in the presentation of the financial statements.

#### **Income recognition**

All income is recognised once the Club has entitlement to the income, it is probable that the income will be received and the amount of income can be measured reliably.

#### **Registration fees**

Income from registration fees is included in the year in which the Club is entitled to receipt.

# **Kinloch Out of School Care Club known as Kinloch Kids Club**

## **Notes to the financial statements**

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### **1 Accounting policies (continued)**

#### **Interest receivable**

Interest is included when receivable by the Club.

#### **Grants**

Grant income, including grants for the purchase of fixed assets, are recognised in full in the statement of financial activities in the year in which they are receivable.

Income from grants, where related to service delivery, are accounted for when the charity earns the right to consideration by its performance, it is probable it will be received and is measurable.

#### **Expenditure recognition**

Liabilities are recognised as expenditure as soon as there is a legal or constructive obligation committing the Club to that expenditure, it is probable that a settlement will be required and the amount of the obligation can be measured reliably.

All expenditure is accounted for on an accruals basis. All expenses including support costs and governance costs are allocated or apportioned to the applicable expenditure headings.

#### **Charitable activities and support costs**

Costs of charitable activities include grants paid and support costs as shown in note 3. Support costs include costs related to the independent examination.

#### **Irrecoverable VAT**

Irrecoverable VAT is charged against the expenditure heading for which it was incurred.

#### **Depreciation**

The cost of equipment has been depreciated at varying rates from 10% to 25% using the straight line basis. Minor individual items purchased costing £250 or less are not capitalised.

#### **Debtors**

Other debtors are recognised at the settlement amount due.

#### **Cash at bank**

Cash at bank includes cash held in a deposit or similar account.

# Kinloch Out of School Care Club known as Kinloch Kids Club

## Notes to the financial statements (continued)

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### 1 Accounting policies (continued)

#### Creditors and provisions

Creditors and provisions are recognised where the Club has a present obligation resulting from a past event that will probably result in the transfer of funds to a third party and the amount due to settle the obligation can be measured or estimated reliably. Creditors and provisions are normally recognised at their settlement amount.

#### Financial instruments

The Club only has financial assets and financial liabilities of a kind that qualify as basic financial instruments. Basic financial instruments are initially recognised at transaction value and subsequently measured at their settlement value.

#### Funds

All income and expenditure is dealt with through the Statement of Financial Activities. Funds are classified as either restricted or unrestricted funds, defined as follows:

**Restricted funds** are funds subject to specific trusts, which may be declared by the donor or with their authority (eg by the restrictive wording of an appeal). Some are restricted income funds expendable at the discretion of the Management Committee in furtherance of a particular activity. Others are capital funds where the assets are required to be invested for long term use.

**Unrestricted funds** are expendable at the discretion of the Management Committee in furtherance of the objects of the Club.

A transfer is made from unrestricted funds to restricted funds to compensate fully all restricted funds which would otherwise be in deficit at the accounting date.

**Kinloch Out of School Care Club  
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**Notes to the financial statements (continued)**

**2 Income**

	<b>2018</b>	<b>2017</b>
	<b>£</b>	<b>£</b>
Donations	<b>53</b>	<b>55</b>
<b>Charitable activities</b>		
Fee income	<b>111,797</b>	<b>100,022</b>
Grants	<b>3,850</b>	<b>3,850</b>
Other trading activities	<b>479</b>	<b>25</b>
Investment income	<b>-</b>	<b>53</b>
	<b>116,179</b>	<b>104,005</b>
	<b>=====</b>	<b>=====</b>

**3 Total resources expended including allocation of support costs**

	<b>Provision of care and facilities out of school hours</b>		<b>Governance costs</b>	<b>Total 2018</b>	<b>Total 2017</b>
	<b>Unrestricted</b>	<b>Restricted</b>			
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
Wages	<b>84,741</b>	<b>-</b>	<b>-</b>	<b>84,741</b>	<b>85,030</b>
Telephone	<b>2,969</b>	<b>-</b>	<b>-</b>	<b>2,969</b>	<b>2,237</b>
Toys & consumables	<b>612</b>	<b>96</b>	<b>-</b>	<b>708</b>	<b>630</b>
Insurance	<b>577</b>	<b>-</b>	<b>-</b>	<b>577</b>	<b>458</b>
Sundry	<b>933</b>	<b>75</b>	<b>-</b>	<b>1,008</b>	<b>1,719</b>
Food	<b>7,405</b>	<b>-</b>	<b>-</b>	<b>7,405</b>	<b>5,892</b>
Depreciation	<b>4</b>	<b>60</b>	<b>-</b>	<b>64</b>	<b>65</b>
Travel and outings	<b>322</b>	<b>525</b>	<b>-</b>	<b>847</b>	<b>2,311</b>
Postage & stationery	<b>1,039</b>	<b>398</b>	<b>-</b>	<b>1,437</b>	<b>1,568</b>
Licence fees	<b>374</b>	<b>-</b>	<b>-</b>	<b>374</b>	<b>298</b>
Accountancy fee	<b>-</b>	<b>-</b>	<b>1,150</b>	<b>1,150</b>	<b>1,119</b>
Staff uniforms	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>326</b>
Staff training	<b>40</b>	<b>2,400</b>	<b>-</b>	<b>2,440</b>	<b>1,666</b>
Other financial & payroll costs	<b>579</b>	<b>580</b>	<b>-</b>	<b>1,159</b>	<b>608</b>
	<b>99,595</b>	<b>4,134</b>	<b>1,150</b>	<b>104,879</b>	<b>103,927</b>
	<b>=====</b>	<b>=====</b>	<b>=====</b>	<b>=====</b>	<b>=====</b>

**Kinloch Out of School Care Club  
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**Notes to the financial statements (continued)**

**4 Emoluments of employees**

	2018 £	2017 £
Salaries	83,816	84,717
Employer's NI	538	300
Employer's pension cost	387	13
	<u>84,741</u>	<u>85,030</u>
	=====	=====

The average number of employees during the year was 8 (2017 – 8). No employees earned more than £60,000 in either year.

No member of the Management Committee received any remuneration or expenses during either year. The Management Committee are also the key management personnel.

**5 Debtors**

	2018 £	2017 £
Debtors	5,367	3,634
Prepayments	824	805
	<u>6,191</u>	<u>4,439</u>
	=====	=====

**6 Creditors**

	2018 £	2017 £
Accruals and deferred income	13,613	11,854
	=====	=====
Deferred income is included in the above as follows		£
Opening balance		5,705
Release in year		(5,705)
Deferred in year		5,651
		<u>5,651</u>
		=====
<b>Closing balance</b>		<b>5,651</b>
		=====

Deferred income relates to childcare fees paid in advance.

**Kinloch Out of School Care Club  
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**Notes to the financial statements (continued)**

**7 Funds**

	Balance at 31 March 2017 £	Income £	Expenditure £	Transfers £	Balance at 31 March 2018 £
<b>Unrestricted funds</b>	38,619	112,329	(100,745)	(224)	<b>49,979</b>
<b>Restricted funds</b>					
Angus Council - Service level agreement	-	3,850	(4,074)	224	-
Angus Council – capital grant (shed)	476	-	(60)	-	<b>416</b>
	476	3,850	(4,134)	224	<b>416</b>
<b>Total funds</b>	39,095	116,179	(104,879)	-	<b>50,395</b>
	=====	=====	=====	=====	=====

**8 Financial instruments**

	2018 £	2017 £
<b>Carrying amount of financial liabilities</b>		
Financial liabilities measured at amortised cost	<b>1,150</b>	1,142
	=====	=====

Financial liabilities measured at amortised cost comprises accruals.

**9 Analysis of net assets between funds**

	Unrestricted funds £	Restricted funds £	Total £
Fixed assets	11	416	427
Current assets	63,581	-	63,581
Current liabilities	(13,613)	-	(13,613)
<b>Net assets at 31 March 2018</b>	<b>49,979</b>	<b>416</b>	<b>50,395</b>
	=====	=====	=====