

SCOTTISH CHARITY NUMBER SC022016

**BALGREEN OUT OF SCHOOL CARE CLUB**

**ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2024**

JOHNSTON SMILLIE LTD  
CHARTERED ACCOUNTANTS  
5 South Gyle Crescent Lane  
Edinburgh  
EH12 9EG

## **BALGREEN OUT OF SCHOOL CARE CLUB**

### **Trustees' Annual Report For the year ended 31 March 2024**

The Trustees have pleasure in presenting their report together with the annual accounts for the year ended 31 March 2024. The accounts have been prepared in accordance with the Charities Accounts (Scotland) Regulations 2006 (as amended).

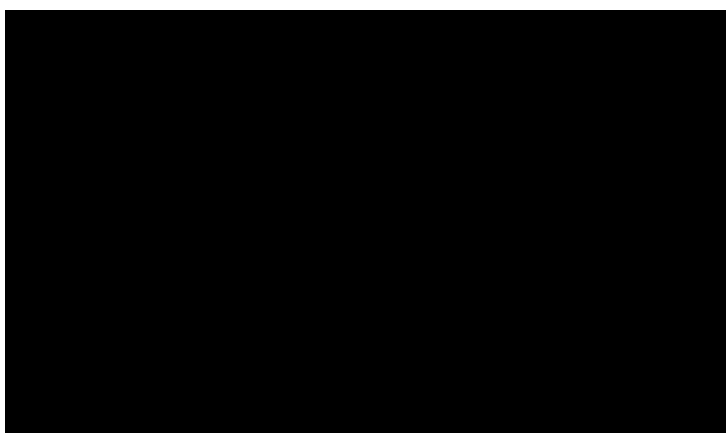
#### **Reference and administration details**

Charity name Balgreen Out of School Care Club  
(also known as The Squirrel Club)

Registered charity number SC022016

Charity address c/o Balgreen Primary School  
171 Balgreen Road  
Edinburgh  
EH11 3AT

Charity Trustees



#### **Structure, Governance and Management**

Balgreen Out of School Care Club is a recognised unincorporated Scottish charity (charity number SC022016). The operation of the charity is governed by its Constitution.

The management committee are the charity's trustees. Membership of the Club is open to all parents, carers, or guardians of children registered to use the club. New Trustees are appointed and trained by the existing trustees.

All staff are required to have a PVG check, to register with SSSC and have the required childcare qualification. All staff have training in first aid, child protection and food hygiene and are required to do additional training courses to meet the requirements of the SSSC and their continuous personal development.

## **BALGREEN OUT OF SCHOOL CARE CLUB**

### **Trustees' Annual Report (cont) For the year ended 31 March 2024**

#### **Objectives and activities**

##### *Charitable purpose*

To promote the care and education of children in need of care during out of school hours and school holidays; and to promote the provision of facilities for the recreation and other leisure time occupation of such children in the interests of social welfare with the object of improving their conditions of life.

##### *Activities*

The charity provides after school and holiday clubs, based at the school. Activities are provided to stimulate the children, encouraging their development in a safe and caring environment. Arts and crafts are provided, and children can also choose from a wide range of games and equipment. Free play opportunities are readily available for the children as there is no pressure for them to take part in any of the planned activities.

#### **Achievements and performance**

The club saw a change in how we delivered our AGM to our parents/carers, and how we presented our children's AGM. We used a more child led approach with asking the children for their views, and we held a less formal and more relaxed approach to the AGM evening. We had a great turnout for this event and feedback was positive from both the children, parents/carers, and the staff.

To help us reflect on our practice, share ideas, and communicate effectively, we continue to have monthly staff and quarterly Care Plan meetings to discuss how best we support our children with additional support needs. We then share this information and any new strategies with their parents/carers and offer them to respond.

We opened the club during the summer holidays and put together a really fun packed programme with a range of activities such as trips out, themed days, cultural celebrations, arts and crafts, loose parts play, and an end of summer party. We worked hard at putting together a really fun programme and this was well received by the children, parents/carers, and staff. We saw quite a number of children attending the club that are not pupils at Balgreen Primary School as word of mouth about our club had reached other parents/carers out with the area and they were keen to book their children in with us, which makes us feel proud of our approach and what we offer at our setting.

We had a large intake of new Primary 1 children start with us in August which was great as we experienced a much smaller intake the year before due to covid. We were invited to an event at the school which helped us to network, meet new parents, and provide much needed information. We will continue to attend this event in the future. The club was operating at roughly half capacity, but our numbers have increased.

We saw a change in staffing over this last year with some staff leaving us and new staff joining us. It has been a really good transition with the new staff settling in nicely. It definitely made things easier and more manageable especially as our numbers increased.

## **BALGREEN OUT OF SCHOOL CLUB**

### **Trustees' Annual Report (cont) For the year ended 31 March 2024**

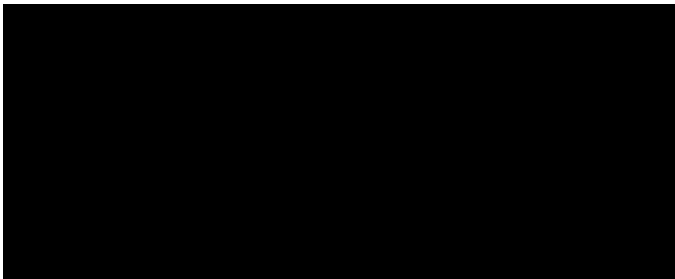
#### **Financial Review and Reserves Policy**

The accounts for 2023/24 show a healthy reserves balance of £19,897 (2023: £29,870) and demonstrate good financial management by the Committee. The reserves are maintained as a contingency for unforeseen fluctuations in receipts. The club has a policy to maintain sufficient reserves equivalent to 6 months of operating costs, which based on these accounts would be £44,152 which the club is currently working towards.

20.12.24

The Trustees declare that they have approved the Trustees' report above on.....

Signed on behalf of the charity's trustees.



**BALGREEN OUT OF SCHOOL CARE CLUB****Statement of Receipts and payments for the year ended 31 March 2024**

	<b>Unrestricted Funds 2024 £</b>	<b>Total funds 2024 £</b>	<b>Total funds 2023 £</b>
<b>Receipts</b>			
Fees	77,331	77,331	78,514
Other income	1,000	1,000	-
Total receipts	<b>78,331</b>	<b>78,331</b>	<b>78,514</b>
<b>Payments</b>			
Staff costs	76,550	76,550	66,360
Agency costs	-	-	314
Food, material & activities	6,939	6,939	5,375
Insurance	420	420	410
Phone, office, stationery	908	908	1,095
Professional and accountancy	1,933	1,933	2,893
Independent examination	870	870	870
Subscriptions	187	187	298
Training	255	255	346
Miscellaneous	242	242	493
Total payments	<b>88,304</b>	<b>88,304</b>	<b>78,454</b>
Net receipts/ (payments)	(9,973)	(9,973)	60
<b>Surplus/(Deficit) for year</b>	<b>(9,973)</b>	<b>(9,973)</b>	<b>60</b>

## BALGREEN OUT OF SCHOOL CARE CLUB

### Statement of Balances as at 31 March 2024

	2024 Unrestricted Funds £	2024 Total £	2023 Total £
<b>Bank and Cash in hand</b>			
Opening Balances	29,870	29,870	29,810
Surplus/(Deficit)	(9,973)	(9,973)	60
Closing balances	19,897	19,897	29,870
<b>Reserves</b>	19,897	19,897	29,870

	2024 £	2023 £
<b>Liabilities</b>		
Staff costs (including PAYE)	5,664	3,751
	5,664	3,751

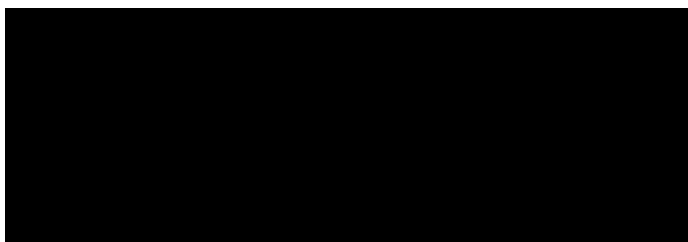
#### Trustee remuneration

No Trustee received any remuneration or expenses during the year or prior year.

#### Transactions with Trustees and connected persons

All Trustees are connected with the Club by virtue of their children attending the Club however, there are no discounts or special offers made available to them.

Approved by the Trustees and signed on their behalf



## **BALGREEN OUT OF SCHOOL CARE CLUB**

Independent Examiner's Report to the Trustees of Balgreen Out of School Care Club (SC022016)

I report on the accounts of the Charity for the year ended 31 March 2024 which are set out on pages 4 and 5.

### **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) Act 2005 and the Charities Accounts (Scotland) Regulations 2006 as amended. The charity's trustees consider that the audit requirements of Regulation 10(1) (d) of the Accounts Regulations does not apply.

It is my responsibility to examine the accounts under section 44(1) (c) of the Act and to state whether particular matters have come to my attention.

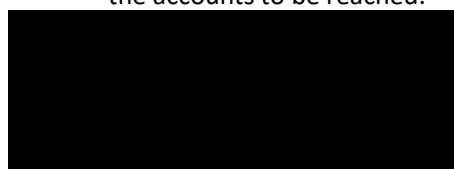
### **Basis of independent examiner's statement**

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 these 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 examiners 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, as amended, and
  - to prepare accounts which accord with the accounting records and comply with Regulation 9 of the 2006 Accounts regulations as amendedhave not been met; or
2. to which in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.



Relevant Professional Body: The Institute of Chartered Accountants in England and Wales  
Johnston Smillie Ltd  
Chartered Accountants  
5 South Gyle Crescent Lane  
Edinburgh  
EH12 9EG

Date 20.12.24