

Happy Times Out of School Club



Annual Report & Financial Statement For the Year Ended 30 April 2024

Scottish Charity No: SC048097

Trustees Annual Report

For the year ended 30 April 2024

The trustees have pleasure in presenting their report together with the financial statements for the year ended 30 April 2024

Reference and Administrative Information

Charity Name

Happy Times Out of School Club

Charity No

SC048097

Address

Downfield Primary School
20 Haldane Crescent
Dundee
DD3 0JP

Telephone No

[REDACTED]

Email Address

[REDACTED]

Current Trustees

Chairperson – [REDACTED]

Vice Chairperson – [REDACTED]

Treasurer - Vacant

Secretary – [REDACTED]

Objectives and Activities

Charitable purposes

To provide social and educational care facilities for children of primary school age, including children with additional support needs, after school, during school holidays and in-service days.

The club promotes the provision of facilities for the recreation and leisure time occupation of children in the interests of social welfare with the aim of improving their conditions of life.

Happy Times Out of School Club aims to:

- Provide a safe, caring, nurturing, fun, child led environment
- Provide an inclusive environment where all children feel valued and supported
- Promote positive behaviour and friendships
- Provide play opportunities that promotes all children's confidence and self-esteem, stimulates their interest and imagination
- Ensure all children can express their individuality
- Work in partnership with parents/carers and have an open door policy
- Provide a staff team that evaluates and reflects on their work practices to ensure the needs of all children and parents/carers are met

Activities

The out of school club operates for children from 3.15pm to 5.45pm during term time and from 8am to 5.45pm during school holidays and in-service days. Varied activities are provided to encourage development and stimulate the children's imagination in a nurturing environment. The club has daily access to the school playground and gym hall for indoor and outdoor physical play. There are various activities on offer throughout the sessions including art/craft, baking, board games, sensory/messy play etc. The club also has visits from outside agencies including animal handling and sports coaching. During school holidays and in-service days the children can benefit from trips out in the local community including walks to the local parks, visits to local museums, science centre, trampoline centre etc. Breakfast and snacks are provided for children attending during school holidays and in-service days. Snacks are provided for children attending the after school provision.

Structure, Governance and Management Constitution

The charity is a Scottish Charitable Incorporated Organisation (SCIO). It was registered in its current legal form on 23 January 2018. The charity was previously an unincorporated association but changed to its legal form to a SCIO. The assets of the unincorporated association were transferred to the SCIO on 23 January 2018.

Appointment of Trustees

The management committee, which meets approximately six times per year, are the charity's trustees. Membership of the management committee is open to all parents/carers of children using the service. Trustees are elected at the annual general meeting. There must be a minimum of four trustees and a maximum of eight trustees. There was no treasurer appointed for part of this financial year.

Management

The management are responsible for the strategic direction and governance of the club, whilst day to day management is delegated to the club manager, who is a paid member of staff. The club also employs several support workers. The club manager attends the trustee meetings to give a report and to discuss progress and development of the club. The trustees are aware of their responsibility for the overall Health and Safety, especially for all the children attending. In addition to comprehensive insurance, all staff are recruited under a strict vetting policy, all have enhanced disclosures (PVG) which are renewed every 3 years and are required to meet the regulations for Scottish Social Services Council (SSSC) registration.

Achievement & Performance

This year the club manager and staff team have worked extremely hard to ensure that the service is inclusive for all children and expanded the provision to include more children with additional support needs.

The staff team are committed to developing their own knowledge and skills and have undertaken relevant courses and SVQ training, therefore, ensuring that the children's differing needs and preferences have been catered for through a fun packed activity programme.

The children have enjoyed various outings over the summer to Ryze, V&A Dundee, Science Centre, Slessor Gardens (including sensory garden),

Urban Beach, local parks, as well as many, many activities held within the club premises.

The management committee would, therefore, like to express their thanks to all the staff for their efforts, enthusiasm and commitment over the year.

Financial Review

The principal funding source of the charity has been through the fees received from service users funding received from The National Lottery, Dundee City Council and the Early Adopter Project.

All receipts this year were unrestricted totalling £23,094.14 and restricted £10,000.

Reserves Policy

The trustees policy is to maintain reserves at around two months of expected running costs to meet commitments and cover any unexpected expenditure. At the end of the year, reserves were £9125.76, which is above the target range.

Deficits

The club finances had a deficit totalling £4321.64.

£1022.72 was refunded to Dundee Bairns and the remaining deficit totalling £3298.92 was due to unpaid fees from service users and invoices from Early Adopter Project.

Future Plans

The trustees, along with the club manager and staff team plan to continue to develop an inclusive service that provides a safe, welcoming and nurturing environment for the benefit of children across the city of Dundee.

Declaration

Signed on behalf of the charity trustees:

	
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Print name:	
Designation:	CHAIRPERSON
Date:	24/01/2025

Receipts and payments accounts

For the period from	Period start date			to	Period end date		
	Day	Month	Year		Day	Month	Year
	01	05	2023		30	04	2024

Section A Statement of receipts and payments

	Unrestricted funds	Restricted funds	Expendable endowment funds	Permanent endowment funds	Total funds current period	Total funds last period
	to nearest £	to nearest £	to nearest £	to nearest £	to nearest £	to nearest £
A1 Receipts						
Donations	1,281				1,281	2,160
Legacies					-	
Grants	22,134	10,000			32,134	15,046
Receipts from fundraising activities					-	
Gross trading receipts					-	
Income from investments other than land and buildings					-	
Rents from land & buildings					-	
Gross receipts from other charitable activities	31,697				31,697	27,877
					-	
A1 Sub total	55,112	10,000	-	-	65,112	45,082
A2 Receipts from asset & investment sales						
Proceeds from sale of fixed assets					-	
Proceeds from sale of investments					-	
A2 Sub total	-	-	-	-	-	-
Total receipts	55,112	10,000	-	-	65,112	45,082
A3 Payments						
Expenses for fundraising activities					-	
Gross trading payments					-	
Investment management costs					-	
Payments relating directly to charitable activities	58,090	10,321			68,411	43,021
Grants and donations		1,023			1,023	
Governance costs:					-	
Audit / independent examination					-	
Preparation of annual accounts					-	
Legal costs					-	
Other					-	
A3 Sub total	58,090	11,344	-	-	69,434	43,021
A4 Payments relating to asset and investment movements						
Purchases of fixed assets					-	
Purchase of investments					-	
A4 Sub total	-	-	-	-	-	-
Total payments	58,090	11,321	-	-	69,434	43,021
Net receipts / (payments)	(2,978)	(1,344)	-	-	(4,322)	2,061
A5 Transfers to / (from) funds					0	
Surplus / (deficit) for year	(2,978)	(1,344)	-	-	(4,322)	2,061

Section B Statement of balances

Categories	Details	Unrestricted funds	Restricted funds	Expendable endowment funds	Permanent endowment funds	Total current period	Total last period
		to nearest £	to nearest £	to nearest £	to nearest £	to nearest £	to nearest £
B1 Cash funds	Cash and bank balances at start of year	12,640	1,344			13,984	11,923
	Surplus / (deficit) shown on receipts and payments account	(2,978)	(1,344)			(4,322)	2,061
						-	
						-	
	Cash and bank balances at end of year	9,662	-	-	-	9,662	13,984
	(Agree balances with receipts and payments account(s))						

	Details	Fund to which asset belongs	Market valuation to nearest £	Last year to nearest £
B2 Investments				
		Total		

	Details	Fund to which asset belongs	Cost (if available) to nearest £	Current value (if available) to nearest £	Last year to nearest £
B3 Other assets					
		Total			

	Details	Fund to which liability relates	Amount due to nearest £	Last year to nearest £
B4 Liabilities				
		Total		

	Details	Fund to which liability relates	Amount due (estimate) to nearest £	Last year to nearest £
B5 Contingent liabilities				
		Total		

Signed by one or two trustees
on behalf of all the trustees

Signature

Print Name

Date of
approval

Section C Notes to the Accounts

C1 Nature and purpose of funds (may be stated on analysis of funds worksheets)

Unrestricted Funds:

These funds are used for general activities of the out of school club, including salaries, operational expenses, and other day-to-day costs. The funds also allowed the club to purchase new resources and equipment.

Restricted Funds:

The £10,000 grant is restricted to specific projects or activities as outlined by the donor or grant provider e.g., equipment purchase, outings, food provisions for breakfast and snacks.

C2 Grants

Type of activity or project supported	Individual / institution	Number of grants made	£
Funding awarded from National Lottery Fund, Awards for All (restricted)	National Lottery Fund	1	10,000
Funding awarded from Early Adopter Project (unrestricted)	Dundee City Council	7	22,134
		Total	33,134

C3a Trustee remuneration

If no remuneration was paid during the period to any charity trustee or person connected to a trustee cross this box (otherwise complete section 3b)	X
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Authority under which paid

C3b Trustee remuneration - details

C4a Trustee expenses

If no expenses were paid to any charity trustee during the period then cross this box (otherwise complete section 4b)	X
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C4b Trustee expenses - details

	Number of trustees	£

C5 Transactions with trustees and connected persons

Nature of relationship	Nature of transaction	Transaction amount (£)	Balance outstanding at period end (£)

C6 Other information

The refund of £1,022.72 to Dundee Bairns was related to unused funds from a previous year.

The club experienced a deficit of £3298.92 this year due to late payment of fees and invoices to Early Adopter Project.

Additional analysis (1)

Analysis of receipts and payments

1 Donations

	Unrestricted funds	Restricted funds	Expendable endowment funds	Permanent endowment funds	Total current period	Total last period
	to nearest £	to nearest £	to nearest £	to nearest £	to nearest £	to nearest £
Dundee United family and friends of Kevin Sheehan memorial fund	960				960	
Various cash donations	321				321	
					-	
					-	
Total	1,281	-	-	-	1,281	2,160

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2 Grants

	Unrestricted to nearest £	Restricted funds to nearest £	Total current to nearest £	Total last period to nearest £
Main Grant (National Lottery Fund)		10,000	10,000	
DCC main account	22,134		22,134	
			-	
			-	
Total	22,134	10,000	32,134	15,046

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3 Gross receipts from other charitable activities

	Unrestricted funds	Restricted funds	Expendable endowment funds	Permanent endowment funds	Total current period	Total last period
	to nearest £	to nearest £	to nearest £	to nearest £	to nearest £	to nearest £
Income from fees	31,679				31,679	27,865
Bank cashback	18				18	11
					-	
					-	
					-	
					-	
					-	
Total	31,697	-	-	-	31,697	27,876

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4 Payments relating directly to charitable activities

	Unrestricted funds	Restricted funds	Expendable endowment funds	Permanent endowment funds	Total current period	Total last period
	to nearest £	to nearest £	to nearest £	to nearest £	to nearest £	to nearest £
Salary costs					59,300	55,003
Operational expenses					7,610	7,228
Insurance					470	437
Other expenses					1031	953
					-	
					-	
					-	
					-	
					-	
Total	-	-	-	-	68,411	43,021

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Additional analysis (2)**5 Breakdown of unrestricted funds**

	Unrestricted fund 1 - enter name of fund below	Unrestricted fund 2 - enter name of fund below	Unrestricted fund 3 - enter name of fund below	Unrestricted fund 4 - enter name of fund below	Total unrestricted funds	Total unrestricted funds last period
	Dundee United supporters Club	Other cash donations	Dcc Main Account			
Receipts						
Donations	960	321			1,281	
Legacies					-	
Grants			22,134		22,134	
Receipts from fundraising activities					-	
Gross trading receipts					-	
buildings					-	
Rents from land & buildings					-	
Gross receipts from other charitable activities					-	
<i>Sub total</i>	-	-	-	-	23,415	-
Receipts from asset & investment sales						
Proceeds from sale of fixed assets					-	
Proceeds from sale of investments					-	
<i>Sub total</i>	-	-	-	-	-	-
<i>Total receipts</i>	960	321	22,134	-	23,415	-
Payments						
Expenses for fundraising activities					-	
Gross trading payments					-	
Investment management costs					-	
Payments relating directly to charitable activities	960	321	22,134		-	
Grants and donations					-	
Governance costs:					-	
Audit / independent examination					-	
Preparation of annual accounts					-	
Legal costs					-	
					-	
					-	
<i>Sub total</i>	960	321	22,134	-	23,415	-
Payments relating to asset and investment movements						
Purchases of fixed assets					-	
Purchase of investments					-	
<i>Sub total</i>	-	-	-	-	-	-
<i>Total payments</i>	960	321	22,134	-	23,415	-
<i>Net receipts / (payments)</i>	-	-	-	-	-	-
Transfers to / (from) funds					-	
<i>Surplus / (deficit) for year</i>	0	0	0	-	0	-
Nature and purpose of funds						

Additional analysis (3)

6 Breakdown of restricted funds

	Restricted fund 1 - enter name of fund below	Restricted fund 2 - enter name of fund below	Restricted fund 3 - enter name of fund below	Restricted fund 4 - enter name of fund below	Total restricted funds	Total restricted funds last period
	Main Grant National Lottery Fund	Dundee Bairs	DCC MAIN ACCOUNT			
Receipts						
Donations					-	2,160
Legacies					-	
Grants	10,000				10,000	15,046
Receipts from fundraising activities					-	
Gross trading receipts					-	
Income from investments other than land and buildings					-	
Rents from land & buildings					-	
Gross receipts from other charitable activities					-	
<i>Sub total</i>	10,000	-	-	-	10,000	17,206
Receipts from asset & investment sales						
Proceeds from sale of fixed assets					-	
Proceeds from sale of investments					-	
<i>Sub total</i>	-	-	-	-	-	-
<i>Total receipts</i>	10,000	-	-	-	10,000	17,206
Payments						
Expenses for fundraising activities					-	
Gross trading payments					-	
Investment management costs					-	
Payments relating directly to charitable activities	10,000		821		10,321	15,862
Grants and donations		1,023			1,023	
Governance costs:					-	
Audit / independent examination					-	
Preparation of annual accounts					-	
Legal costs					-	
					-	
					-	
<i>Sub total</i>	10,000	1,023	321	-	11,344	15,862
Payments relating to asset and investment movements						
Purchases of fixed assets					-	
Purchase of investments					-	
<i>Sub total</i>	-	-	-	-	-	-
<i>Total payments</i>	10,000	1,023	321	-	11,344	15,862
<i>Net receipts / (payments)</i>	0	(1,023)	(321)	-	(1,344)	1,344
Transfers to / (from) funds					-	
<i>Surplus / (deficit) for year</i>	0	(1,023)	(321)	-	(1,344)	1,344

Nature and purpose of funds

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APPENDIX 3



		Independent examiner's report on the accounts v2					
Report to the trustees/members of	Charity name	Happy Times Out of School Club					
	Registered charity number	SC 0480987					
On the accounts of the charity for the period	Period start date				Period end date		
	Day	Month	Year		Day	Month	Year
	01	05	2023	to	30	04	2024
Set out on pages	6,7,8,9,10						(remember to include the page numbers of additional sheets)
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) 2005 Act and the Charities Accounts (Scotland) Regulations 2006 (as amended). The charity trustees consider that the audit requirement of Regulation 10(1) (d) of the Accounts Regulations does not apply. It is my responsibility to examine the accounts 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 charity and a comparison of the accounts presented with those 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 view given by the accounts.						
Independent examiner's statement	In the course of my examination, no matter has come to my attention [other than that disclosed on the attached page*] - 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 accounts which accord with the accounting records and comply with Regulation 9 of the 2006 Accounts Regulations have not been met, or - to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.						
Signed**:					Date:	19.01.2025	
Name:							
Relevant professional qualification(s) or body (if any):							
Address:							

*Please delete the words in the brackets if they do not apply. If the words do apply, set out those matters which have come to your attention on the following page.
 **OSCR will accept digital or typed signatures.

APPENDIX 3

Disclosure section

Only complete if the examiner needs to highlight material problems.

Give here brief details of
any items that the
examiner wishes to
disclose