

**East Pollokshields Out of School Care**

**Report and Financial Statements**

**for the year ended 31 March 2017**

**Charity number: SC023161**

**Company number: SC215331**

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## **East Pollokshields Out of School Care**

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## **East Pollokshields Out of School Care**

### **Legal and Administrative Information**

<b>Charity name</b>	East Pollokshields Out of School Care	
<b>Charity registration number</b>	SC023161	
<b>Company registration number</b>	SC215331	
<b>Trustees</b>	Kirsty McKechnie	Appointed 10/03/16
	Helen Oxley	Appointed 10/03/16
	Teresa Piacentini	Appointed 10/03/16
	Valerie McEwan	Resigned 01/08/16
	Gillian Lau	Resigned 01/08/16
	Hussein Kabanda	Resigned 01/08/16
	Lynn McDonald	Appointed 27/05/2015
	Stephen Moran	Appointed 28/05/2015 - Chair
<b>Company secretary</b>	Angela Whyte	
<b>Principal office and Registered office</b>	241 Albert Drive Glasgow G41 2NA	
<b>Auditors</b>	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 2017**

The Trustees present their report and the financial statements of the charity for the year ended 31 March 2017.

#### **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 2017**

#### **ACHIEVEMENTS AND PERFORMANCE**

The service is currently in excellent financial health and, with the caveat of continued reliance on grant funding understood, it is well placed to continue its progress towards increased self-sustainability.

EPOSC has sought additional external funding, in addition to parental fees and GCC core funding, to deliver improved services. Building on previous successful summer programmes the activities in 2016 were a great success, the service continues to invest in the development of a specific activity programme for the summer and autumn half term holidays. The service was successful in gaining funding for the holiday programme through "Awards For All" which was a significant achievement. The drive and skill of staff and the board are continuing to develop EPOSC as a year-round provider of excellent out of school care services.

The service is managed and run professionally by Angela Whyte and her staff, who have successfully integrated the 'Curriculum for Excellence' ethos and help those children who attend the service develop as individuals. There was recognition from a Care Inspectorate audit on the service in 2017 which graded the service "Very Good" with all aspects of the service graded as level 5.

By working with key partners, Glasgow City Council and The Care Inspectorate, EPOSC has been able to improve its offering to service users and achieve a greater degree of self-sustainability. The number of service users continues to increase as do the number of staff members required to ensure the quality of the service can be maintained.

The board has committed towards the development of a new three-year business plan for 2016/17 to 2019/20 which has been completed and has seen further progress towards self-sustainability through parental fees and new funding sources. There is an active drive to implement a new marketing strategy to allow continued growth of the service. The Memorandum of Articles that govern the service has also been updated within the last calendar year.

Looking forward, the key aims are to continue to develop the service in terms of increasing the numbers of users and attracting more parents and carers to the board to ensure our ongoing success. Having worked hard to overcome the difficulties faced in 2007, we now have a much improved governance structure. The current board and staffing structure, coupled with financial stability, has resulted in a reduced workload for board members, while they continue to ensure that EPOSC meets all legal and regulatory requirements as well as making sure the service can continue to provide a fantastic service for parents, carers and children in the local community. We were fortunate to have three new members join in 2016 who have all made an excellent contribution during the year.

Thanks, are due to Angela, and the EPOSC staff team and to my fellow board members for all their hard work and support during the year; it has been greatly appreciated.

#### **FINANCIAL REVIEW**

The charity had a positive net movement in funds of £18,128 for the year and has accumulated reserves of £94,182 at the balance sheet date.

## **East Pollokshields Out of School Care**

### **Trustees' Annual Report for the year ended 31 March 2017**

#### **Principal funding sources**

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 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 auditors are 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 auditors are aware of that information.

**East Pollokshields Out of School Care**

**Trustees' Annual Report  
for the year ended 31 March 2017**

**Auditors**

A resolution proposing that Alexander Sloan, Chartered Accountants, be reappointed as auditors 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 28 August 2017 and signed on their behalf by

A handwritten signature in black ink, appearing to read 'Whyte', followed by a period.

**Angela Whyte  
Secretary**

## **East Pollokshields Out of School Care**

### **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 2017 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 Financial Reporting Standard 102 (Effective January 2015) (United Kingdom Generally Accepted Accounting Practice).

This report is made exclusively to the charitable company's Members, as a body, in accordance with Chapter 3 of Part 16 of the Companies Act 2006, and 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 members and the charity's Trustees those matters we are required to state to them in an auditors' 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, its members as a body 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.

We have been appointed as Auditor under Section 44(1)(c) of the Charities and Trustee Investment (Scotland) Act 2005 and under the Companies Act 2006 and report in accordance with regulations made under those Acts.

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 18 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 2017 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).



## **East Pollokshields Out of School Care**

### **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 Companies Act 2006 and 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 and take advantage of the small companies exemption in preparing the Strategic 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**

**Date: 28/2/17**

**38 Cadogan Street**

**Glasgow**

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 2017**

		<b>Unrestricted</b>		<b>2017</b>	<b>2016</b>
		<b>General</b>	<b>Designated</b>	<b>Total</b>	<b>Total</b>
	<b>Notes</b>	<b>funds</b>	<b>funds</b>	<b>£</b>	<b>£</b>
		<b>£</b>	<b>£</b>		
<b>Income and endowments from:</b>					
Donations and legacies	2	43,539	-	43,539	36,871
Other trading activities	3	89,982	-	89,982	59,913
<b>Total income</b>		<u>133,521</u>	<u>-</u>	<u>133,521</u>	<u>96,784</u>
<b>Expenditure on:</b>					
Charitable activities	4	(108,824)	(6,569)	(115,393)	(92,962)
<b>Total expenditure</b>		<u>(108,824)</u>	<u>(6,569)</u>	<u>(115,393)</u>	<u>(92,962)</u>
<b>on investments</b>		<u>24,697</u>	<u>(6,569)</u>	<u>18,128</u>	<u>3,822</u>
<b>Net income/(expenditure)</b>					
<b>before transfers between funds</b>		<u>24,697</u>	<u>(6,569)</u>	<u>18,128</u>	<u>3,822</u>
Transfers between funds	15	(12,200)	12,200	-	-
<b>Net movement in funds</b>		<u>12,497</u>	<u>5,631</u>	<u>18,128</u>	<u>3,822</u>
<b>Reconciliation of funds</b>					
Total funds brought forward		35,887	40,167	76,054	72,232
<b>Total funds carried forward</b>		<u>48,384</u>	<u>45,798</u>	<u>94,182</u>	<u>76,054</u>

The notes on pages 10 to 19 form an integral part of these financial statements.


# East Pollokshields Out of School Care

## Balance Sheet as at 31 March 2017

	Notes	2017 £	2016 £
<b>Current assets</b>			
Debtors	10	5,991	6,204
Cash at bank and in hand		100,490	83,987
		<u>106,481</u>	<u>90,191</u>
<b>Liabilities</b>			
Creditors: amounts falling due within one year	11	(12,299)	(14,137)
<b>Net current assets</b>		<u>94,182</u>	<u>76,054</u>
<b>Net assets</b>		<u>94,182</u>	<u>76,054</u>
<b>The funds of the charity</b>			
Unrestricted funds			
General funds	13	48,384	35,887
Designated funds	14	45,798	40,167
<b>Total charity funds</b>		<u>94,182</u>	<u>76,054</u>

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 28 August 2017 and signed on their behalf by

  
**Stephen Moran**  
 Trustee  
 Registered number: SC215331

The notes on pages 10 to 19 form an integral part of these financial statements.

## **East Pollokshields Out of School Care**

### **Notes to the Financial Statements for the year ended 31 March 2017**

#### **1. Accounting policies**

##### **1.1. Accounting convention**

The financial statements are prepared under the historical cost convention with items recognised at cost or transaction value unless otherwise stated in the relevant Notes to these financial statements. The financial statements have been prepared in accordance with the Statement of Recommended Practice: Accounting and Reporting by Charities preparing their Accounts in accordance with Financial Reporting Standard 102 (effective January 2015), the Charities and Trustee Investment (Scotland) Act 2005, the Charities Accounts (Scotland) Regulations 2006 (as amended) and the Companies Act 2006. The principal accounting policies adopted in the preparation of the financial statements are set out below.

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

##### **1.2. Fund accounting**

Funds are classified as either restricted funds or unrestricted funds, defined as follows.

Restricted funds are funds subject to specific requirements as to their use which may be declared by the donor or with their authority or created through legal processes, but still within the wider objects of the charity.

Endowment funds are funds which have been given on the condition that the original capital sum is not reduced, but the income therefrom is used for the purpose defined in accordance with the objects of the charity.

Unrestricted funds are expendable at the discretion of the Trustees in furtherance of the objects of the charity. If parts of the unrestricted funds are earmarked at the discretion of the Trustees for a particular purpose, they are designated as a separate fund. This designation has an administrative purpose only and does not legally restrict the Trustees' discretion to apply the fund.

##### **1.3. Income**

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

##### **1.4. Donations and legacies**

Donations are recognised when the charity has evidence of entitlement to the gift, receipt is probable and its amount can be measured reliably. Entitlement usually arises immediately upon receipt, however, in the event that a donation is subject to conditions that require a level of performance before the charity is entitled to the funds, the income is deferred and not recognised until either those conditions are fully met, or the fulfilment of those conditions is wholly within the control of the charity and it is probable that those conditions will be fulfilled in the reporting period.

## **East Pollokshields Out of School Care**

### **Notes to the Financial Statements for the year ended 31 March 2017**

#### **1.5. Grants receivable**

Income from government and other grants, whether 'capital' or 'revenue' in nature, are recognised when the charity has unconditional entitlement to the funds, it is probable that the income will be received, the amount can be measured reliably. Unconditional entitlement will be achieved once any performance or other conditions attached to the grants have been met, or fulfilment of those conditions is wholly within the control of the charity.

Where performance conditions are attached to the grant and are yet to be met, the income is recognised as a liability and included on the balance sheet as deferred income to be released.

#### **1.6. Gift Aid**

Income tax recoverable on Gift Aid donations is recognised when the respective donation has been recognised and the recoverable amount of income tax can be measured reliably; this is normally when the donor has completed the relevant Gift Aid declaration form. Income tax recoverable on Gift Aid donations is allocated to the same fund as the respective donation unless specified by the donor.

#### **1.7. Income from Charitable Activities**

Income from charitable activities includes income earned both from the supply of goods or services under contractual arrangements and from performance-related grants which have conditions that specify the provision of particular goods or services to be provided by the charity. Income from charitable activities is recognised as earned (as the related goods or services are provided).

#### **1.8. Other trading activities**

Income from other trading activities includes income earned from both trading activities to raise funds for the charity and income from fundraising events and is recognised when the charity has entitlement to the funds, it is probable that these will be received and the amounts can be measured reliably.

#### **1.9. Investment income**

Interest on funds held on deposit is included when receivable and the amount can be measured reliably by the charity; this is normally upon notification of the interest paid or payable by the bank.

Dividends are recognised when the shareholder's right to receive payment is established, measured at the fair value receivable. Generally this is upon notification by the investment advisor once the dividend has been declared.

#### **1.10. Other income**

Other income represents income that cannot be reported under the other analysis headings provided within the Statement of Financial Activities and is recognised when the charity is entitled to the income, it is probable that it will be received and the amount can be measured reliably by the charity.

## **East Pollokshields Out of School Care**

### **Notes to the Financial Statements for the year ended 31 March 2017**

#### **1.11. Expenditure**

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

Liabilities are measured on recognition at historical cost and then subsequently measured at the best estimate of the amount required to settle the obligation at the reporting date. The exception is that certain financial instruments must be adjusted to their present value; these include financial liabilities where settlement is deferred for more than 12 months after the reporting date.

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.

#### **1.12. Raising Funds**

Expenditure on raising funds includes all expenditure incurred by a charity to raise funds for its charitable purposes. It includes the costs of all fundraising activities and events together with those costs incurred in seeking donations, grants and legacies and investment management costs.

#### **1.13. Expenditure on Charitable Activities**

Expenditure on charitable activities includes all costs incurred by the charity in undertaking activities that further its charitable aims for the benefit of its beneficiaries, including those support costs and costs relating to the governance of the charity apportioned to charitable activities. The costs of charitable activities presented in the Statement of Financial Activities includes the costs of both direct service provision and the payments of grant awards if applicable.

#### **1.14. Other expenditure**

Other expenditure includes all expenditure that is neither related to raising funds for the charity nor part of its expenditure on charitable activities and is recognised when it is probable that settlement will be required and the amount of the obligation can be measured reliably.

#### **1.15. Governance costs**

Governance costs (which are included as a component of support costs in accordance with SORP) comprise all costs involving the public accountability of the charity and its compliance with regulation and good practice. These costs include those related to constitutional and statutory requirements, external scrutiny (audit or independent examination), strategic management, and other legal and professional fees.

#### **1.16. Irrecoverable VAT**

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

#### **1.17 Activity based reporting**

To comply fully with the Statement of Recommended Practice would require income and expenditure to be reported by activity. The Trustees are of the opinion that the activities of the charity are inter-linked, therefore this would be impractical to calculate and would provide no additional benefit to the users of these financial statements. Therefore no further analysis of income and expenditure is provided within these financial statements.

## **East Pollokshields Out of School Care**

### **Notes to the Financial Statements for the year ended 31 March 2017**

#### **1.18. Pensions**

The pension costs charged in the financial statements represent the contribution payable by the company during the year.

#### **2. Donations and legacies**

	<b>2017</b>	<b>2016</b>
	<b>£</b>	<b>£</b>
<b>Grants</b>	<b>43,539</b>	<b>36,871</b>
	<b><u>43,539</u></b>	<b><u>36,871</u></b>

#### **3. Other trading activities**

	<b>2017</b>	<b>2016</b>
	<b>£</b>	<b>£</b>
<b>Parents' Fees</b>	<b>89,982</b>	<b>59,913</b>
	<b><u>89,982</u></b>	<b><u>59,913</u></b>

# **East Pollokshields Out of School Care**

## **Notes to the Financial Statements for the year ended 31 March 2017**

### **4. Costs of charitable activities**

	<b>2017</b>	<b>2016</b>
	<b>£</b>	<b>£</b>
Wages and salaries	82,167	66,148
Employer's NI contributions	2,175	1,914
Staff pension costs	1,267	-
Insurance	841	623
Cleaning	249	487
Printing, postage and stationery	397	566
Advertising	365	-
Telephone	1,455	1,081
Lets	2,151	2,175
Outings	2,383	493
Equipment Leasing	4,895	1,486
Development	-	486
Equipment	3,596	1,263
Uniforms	-	735
Outdoor Experimental Learning for Children project	4,027	6,611
Payroll processing fees	565	508
Snacks	2,242	1,805
Educational and play equipment	2,542	1,972
General expenses	1,232	1,485
Training costs	350	726
Governance costs	2,494	2,398
	<u><b>115,393</b></u>	<u><b>92,962</b></u>

### **5 Auditor's Remuneration**

	<b>2017</b>	<b>2016</b>
	<b>£</b>	<b>£</b>
Statutory audit	2,494	2,398
	<u><b>2,494</b></u>	<u><b>2,398</b></u>

### **6. Net income/(expenditure) for the year**

	<b>2017</b>	<b>2016</b>
	<b>£</b>	<b>£</b>
Net income is stated after charging:		
Auditors' remuneration	<u><b>2,494</b></u>	<u><b>2,398</b></u>



# **East Pollokshields Out of School Care**

## **Notes to the Financial Statements for the year ended 31 March 2017**

### **7. Employees**

#### **Number of employees**

The number of employees during the year were:

<b>2017</b>	<b>2016</b>
<b>Number</b>	<b>Number</b>
<u>6</u>	<u>6</u>

#### **Employment costs**

	<b>2017</b>	<b>2016</b>
	<b>£</b>	<b>£</b>
Wages and salaries	82,167	66,148
Social security costs	2,175	1,914
Other pension costs	1,267	-
	<u>85,609</u>	<u>68,062</u>

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

The remuneration of "key management personnel" during the year was:

	<b>2017</b>	<b>2016</b>
	<b>£</b>	<b>£</b>
Wages and salaries	28,667	-
Social security costs	2,837	-
Other pension costs	487	-
	<u>31,991</u>	<u>-</u>

### **8. Trustees' emoluments**

No trustees received remuneration or expenses during the year.

### **9. Pension costs**

The company operates a defined contribution pension scheme in respect of the employees. The scheme and its assets are held by independent managers. The pension charge represents contributions due from the company and amounted to £1,267 (2016 - £-).

### **10. Debtors**

	<b>2017</b>	<b>2016</b>
	<b>£</b>	<b>£</b>
Other debtors	<u>5,991</u>	<u>6,204</u>

# **East Pollokshields Out of School Care**

## **Notes to the Financial Statements for the year ended 31 March 2017**

### **11. Creditors: amounts falling due within one year**

	2017	2016
	£	£
Other creditors	10,214	12,154
Accruals and deferred income	2,085	1,983
	<u>12,299</u>	<u>14,137</u>

### **12. Analysis of net assets between funds**

	Unrestricted funds	Designated funds	Total funds
	£	£	£
Fund balances at 31 March 2017 as represented by:			
Current assets	60,683	45,798	106,481
Current liabilities	(12,299)	-	(12,299)
	<u>48,384</u>	<u>45,798</u>	<u>94,182</u>

### **13. Unrestricted General Funds**

	1 Apr '16	Income	Expenditure	Transfers	31 Mar '17
	£	£	£	£	£
Unrestricted Funds	35,887	133,521	(108,824)	(12,200)	48,384
	<u>35,887</u>	<u>133,521</u>	<u>(108,824)</u>	<u>(12,200)</u>	<u>48,384</u>

#### **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.

## East Pollokshields Out of School Care

### Notes to the Financial Statements for the year ended 31 March 2017

#### 14. Unrestricted Designated Funds

	1 Apr '16	Expenditure	Transfers	31 Mar '17
	£	£	£	£
Redundancy fund	36,750	-	-	36,750
Outdoor Experimental Learning for Children Fund	3,389	(4,027)	10,000	9,362
New Equipment Fund	28	(2,542)	2,200	(314)
	<u>40,167</u>	<u>(6,569)</u>	<u>12,200</u>	<u>45,798</u>

#### 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.

##### *Outdoor Experimental Learning for Children Fund*

The Outdoor Experimental Learning for Children Fund has been established by a grant received from Awards for All in order to run a series of activities for children and young people throughout Summer 2015, October 2015, February 2016 mid-term breaks and summer holidays. The grant is to fund sessional costs, sustenance, transports for outings, market and promotion, trips and activities for Summer, October, February midterm and Easter out of school weeks.

##### *New Equipment Fund*

The New Equipment Fund has been established by a grant received from Glasgow City Council in order to renew educational and play equipment for the Out of School Club.

#### 15. Analysis of transfers between funds

	Unrestricted funds	Designated funds
	£	£
Transfers made during the year ended 31 March 2017 were as follows:	12,200	12,200
	<u>(12,200)</u>	<u>12,200</u>

#### 16. Transactions with Trustees

During the year, no remuneration or expenses were paid to the Trustees of the charity.

**East Pollokshields Out of School Care**

**Notes to the Financial Statements  
for the year ended 31 March 2017**

**17. Related party transactions**

There were no related party transactions in the reporting year requiring disclosure.

**18. 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.

**19. Transition to FRS 102 SORP 2015**

Due to the application of the Financial Reporting Standard 102 and the related Statement of Recommended Practice: Accounting and Reporting by Charities, the prior year figures have been restated to reflect the required reporting categories. This has resulted in Governance Costs being reclassified within the costs of Charitable Activities. There has been no change to the previously reported surplus or closing reserves.

# **East Pollokshields Out of School Care**

## **Notes to the Financial Statements for the year ended 31 March 2017**

### **20. Statement of Financial Activities for the year ended 31 March 2016**

	<b>Unrestricted</b>		
	<b>General</b>	<b>Designated</b>	<b>2016</b>
	<b>funds</b>	<b>funds</b>	<b>Total</b>
	<b>£</b>	<b>£</b>	<b>£</b>
<b>Income and endowments from:</b>			
Donations and legacies	36,871	-	36,871
Other trading activities	59,913	-	59,913
<b>Total income</b>	<u>96,784</u>	<u>-</u>	<u>96,784</u>
<b>Expenditure on:</b>			
Charitable activities	(84,379)	(8,583)	(92,962)
<b>Total expenditure</b>	<u>(84,379)</u>	<u>(8,583)</u>	<u>(92,962)</u>
<b>Net income/(expenditure)</b>	12,405	8,583	3,822
Transfers between funds	(20,000)	20,000	-
<b>Reconciliation of funds</b>			
Total funds brought forward	35,482	36,750	72,232
<b>Total funds carried forward</b>	<u>27,887</u>	<u>48,167</u>	<u>76,054</u>

Under Charities Statement of Recommended Practice (FRS 102), comparatives for each class of funds are required for each line on the Statement of Financial Activities (SoFA). The note above illustrates the SoFA for the year to 31 March 2016

# **East Pollokshields Out of School Care**

## **Detailed Income and Expenditure Account for the year ended 31 March 2017**

	<b>2017</b>		<b>2016</b>	
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
<b>Income</b>				
<b>Donations</b>				
Grants	<u>43,539</u>		<u>36,871</u>	
		43,539		36,871
<b>Other trading activities</b>				
Parents' Fees	<u>89,982</u>		<u>59,913</u>	
		89,982		59,913
<b>Total income</b>		<u>133,521</u>		<u>96,784</u>
<b>Total expenditure</b>		<u>(115,393)</u>		<u>(92,962)</u>
<b>Net (deficit) / surplus for the year</b>		<u><u>18,128</u></u>		<u><u>3,822</u></u>

# East Pollokshields Out of School Care

## Schedule of Expenditure for the year ended 31 March 2017

	2017		2016	
	£	£	£	£
<b>Expenditure</b>				
<b>Charitable activities</b>				
<i>Staff costs</i>				
Wages and salaries	82,167		66,148	
Employer's NI contributions	2,175		1,914	
Staff pension costs	1,267		-	
		85,609		68,062
<i>Premises costs</i>				
Insurance	841		623	
Cleaning	249		487	
		1,090		1,110
<i>Running costs</i>				
Printing, postage and stationery	397		566	
Advertising	365		-	
Telephone	1,455		1,081	
Lets	2,151		2,175	
Outings	2,383		493	
Equipment Leasing	4,895		1,486	
Development	-		486	
Equipment	3,596		1,263	
Uniforms	-		735	
Outdoor Experimental Learning for Children project	4,027		6,611	
Payroll processing fees	565		508	
Snacks	2,242		1,805	
Educational and play equipment	2,542		1,972	
General expenses	1,232		1,485	
Training costs	350		726	
		26,200		21,392
<i>Governance Costs</i>				
Governance costs	2,494		2,398	
		2,494		2,398
<b>Total of charitable activity expenditure</b>		115,393		92,962
<b>Total expenditure</b>		115,393		92,962