



**Alexander Sloan**  
Accountants and Business Advisers

**Company Registration No. SC215331 (Scotland)**

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**EAST POLLOKSHIELDS OUT OF SCHOOL CARE  
ANNUAL REPORT AND FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 MARCH 2020**

**Charity Registration No. SC023161 (Scotland)**

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# **EAST POLLOKSHIELDS OUT OF SCHOOL CARE**

## **LEGAL AND ADMINISTRATIVE INFORMATION**

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<b>Trustees'</b>	Lynn McDonald Kirsty Seonaid McKechnie Stephen Moran Helen Oxley Ruth Steel
<b>Secretary</b>	Angela Whyte
<b>Charity number (Scotland)</b>	SC023161
<b>Company number</b>	SC215331
<b>Principal address</b>	c/o Pollokshields Primary School 241 Albert Drive Glasgow G41 2NA
<b>Auditor</b>	Alexander Sloan 180 St Vincent Street Glasgow G2 5SG
<b>Bankers</b>	Bank of Scotland 236 Albert Drive Glasgow G41 2NL

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# **EAST POLLOKSHIELDS OUT OF SCHOOL CARE**

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# **EAST POLLOKSHIELDS OUT OF SCHOOL CARE**

## **TRUSTEES' ANNUAL REPORT**

### ***FOR THE YEAR ENDED 31 MARCH 2020***

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The Trustees' present their report and financial statements for the year ended 31 March 2020.

The financial statements have been prepared in accordance with the accounting policies set out in note 1 to the financial statements and comply with the Charity's Memorandum and Articles of Association, the Charities and Trustee Investment (Scotland) Act 2005, the Charities Accounts (Scotland) Regulations 2006 (as amended) the Companies Act 2006 and "Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)" (as amended for accounting periods commencing from 1 January 2019).

#### **Objectives and activities**

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

- 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.
- To advance education amongst the residents of the Operating Area, particularly among young people and the unemployed.
- 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.
- 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 (CONTINUED)**

**FOR THE YEAR ENDED 31 MARCH 2020**

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### **Achievements and performance**

At the end of the financial year the service was in good financial health and, with the caveat of continued reliance on grant funding was well placed to continue its progress towards increased self-sustainability. However, the impact of the Covid-19 pandemic means that the financial future of the service is far less certain than it would otherwise have been. The response to the pandemic required the temporary closure of the service for part of March 2020 through to August 2020 and created continued uncertainty for the service and the families which it supports.

During the year EPOSC relied primarily on parental fees and GCC core funding to deliver improved services. Building on previous successful summer programmes the activities in 2019 / 20 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 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', United Nations Convention on the Rights of the Child (UNCRC) and Getting it Right for Every Child (GIRFEC) ethos into their work and help those children who attend the service develop as individuals. 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.

This is evidenced in the Care Inspectorate report from 5 March which award the service the highest grading, "very good", an achievement that Angela and all the staff should be very proud of. The service was also accredited as a "Living wage" employer, demonstrating EPOSC's commitment to being a good employer and responsible business practice.

The number of service users had continued to be stable throughout the year and the focus remained on supporting and developing staff members to ensure the quality of the service was maintained. However, the number of service users has reduced as a result of the Covid-19 restrictions and this is managing and responding to these changes effectively will be important in securing the long-term financial health of the service.

At the end of March 2020 EPOSC was supporting 70 families in the East Pollokshields community managing their childcare requirements and supporting people in further education, training, and employment.

The manager and board have finalised a new five-year business plan from 2020/21 to 2025, which focusses on progress towards self-sustainability through parental fees and new funding sources. However, this may require review and refinement in light of the impact of Covid-19.

EPOSC continue to engage an external company to assist in enhancing our Health and Safety processes and further developing our HR procedures and policies. This will ensure the management team has all of the support required to deliver a safe environment for the children and the resources to deal with the increased demands of managing the larger number of staff members.

Looking forward, the focus for the coming year will be to mitigate the impacts of the Covid-19 pandemic, this may involve staffing and service changes to protect the long-term financial sustainability of the service. Opportunities to develop the service in terms of increasing the numbers of users and attracting more parents and carers to the board may prove more difficult due to ongoing uncertainties. The Board continues to work with Angela and her team 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.

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 £19,296 for the year and has accumulated reserves of £109,338 at the balance sheet date.

# **EAST POLLOKSHIELDS OUT OF SCHOOL CARE**

## **TRUSTEES' ANNUAL REPORT (CONTINUED)**

### ***FOR THE YEAR ENDED 31 MARCH 2020***

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

The Trustees' has assessed the major risks to which the Charity is exposed, and are satisfied that systems are in place to mitigate exposure to the major risks.

#### **Structure, governance and management**

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

The Trustees', who are also the directors for the purpose of company law, and who served during the year and up to the date of signature of the financial statements were:

Lynn McDonald

Kirsty Seonaid McKechnie

Stephen Moran

Helen Oxley

Ruth Steel

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.

None of the Trustees' has any beneficial interest in the company. All of the Trustees' are members of the company and guarantee to contribute £1 in the event of a winding up.

# **EAST POLLOKSHIELDS OUT OF SCHOOL CARE**

## **TRUSTEES' ANNUAL REPORT (CONTINUED)**

**FOR THE YEAR ENDED 31 MARCH 2020**

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### **Statement of Trustees' annual report responsibilities**

The Trustees', who are also the directors of East Pollokshields Out of School Care for the purpose of company law, are responsible for preparing the Trustees' Annual Report 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 Charity and of the incoming resources and application of resources, including the income and expenditure, of the charitable company for that year.

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

The Trustees' are responsible for keeping adequate accounting records that disclose with reasonable accuracy at any time the financial position of the Charity and enable them to ensure that the financial statements comply with the Charities and Trustee Investment (Scotland) Act 2005, the Charities Accounts (Scotland) Regulations 2006 (as amended) and the Companies Act 2006. 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.

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.

### **Auditor**

A resolution proposing that Alexander Sloan, Accountants and Business Advisers, 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.

The Trustees' annual report report was approved by the Board of Trustees'.

*Angela Whyte*

**Angela Whyte**

Secretary

Dated: 26 October 2020

# **EAST POLLOKSHIELDS OUT OF SCHOOL CARE**

## **INDEPENDENT AUDITOR'S REPORT**

### **TO THE TRUSTEES' OF EAST POLLOKSHIELDS OUT OF SCHOOL CARE**

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#### **Opinion**

We have audited the financial statements of East Pollokshields Out of School Care (the 'Charity') for the year ended 31 March 2020 which comprise the statement of financial activities, the balance sheet and the notes to the financial statements, including a summary of significant accounting policies. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards, including Financial Reporting Standard 102 *The Financial Reporting Standard applicable in the UK and Republic of Ireland* (United Kingdom Generally Accepted Accounting Practice).

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 2020 and of its incoming resources and application of resources, 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).

#### **Basis for opinion**

We conducted our audit in accordance with International Standards on Auditing (UK) (ISAs (UK)) and applicable law. Our responsibilities under those standards are further described in the Auditor's responsibilities for the audit of the financial statements section of our report. We are independent of the Charity in accordance with the ethical requirements that are relevant to our audit of the financial statements in the UK, including the FRC's Ethical Standard, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

#### **Material uncertainty related to Going Concern**

We draw attention to note 18 in the financial statements, which indicates that the Charity's operations have been adversely affected by the Covid-19 pandemic. As stated in note 18, the Charity is dependent on the generation of parent fees. As a result of the pandemic, this source of income has decreased significantly. These conditions indicate that a material uncertainty exists that may cast significant doubt on the Charity's ability to continue as a going concern. Our Opinion is not modified in respect of this matter.

#### **Conclusions relating to going concern**

We have nothing to report in respect of the following matters in relation to which the ISAs (UK) require us to report to you where:

- the Trustees' annual report use of the going concern basis of accounting in the preparation of the financial statements is not appropriate; or
- the Trustees' have not disclosed in the financial statements any identified material uncertainties that may cast significant doubt about the Charity's ability to continue to adopt the going concern basis of accounting for a period of at least twelve months from the date when the financial statements are authorised for issue.



# **EAST POLLOKSHIELDS OUT OF SCHOOL CARE**

## **INDEPENDENT AUDITOR'S REPORT (CONTINUED)**

### **TO THE TRUSTEES' OF EAST POLLOKSHIELDS OUT OF SCHOOL CARE**

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#### **Other information**

The Trustees' are responsible for the other information. The other information comprises the information included in the annual report, other than the financial statements and our auditor's report thereon. Our opinion on the financial statements does not cover the other information and we do not express any form of assurance conclusion thereon.

In connection with our audit of the financial statements, our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial statements or our knowledge obtained in the audit or otherwise appears to be materially misstated. If we identify such material inconsistencies or apparent material misstatements, we are required to determine whether there is a material misstatement in the financial statements or a material misstatement of the other information. If, based on the work we have performed, we conclude that there is a material misstatement of this other information, we are required to report that fact.

We have nothing to report in this regard.

#### **Matters on which we are required to report by exception**

We have nothing to report in respect of the following matters in relation to which the Charities Accounts (Scotland) Regulations 2006 (as amended) require us to report to you if, in our opinion:

- the information given in the financial statements is inconsistent in any material respect with the Trustees' annual report or; or
- proper accounting records have not been kept; or
- the financial statements are not in agreement with the accounting records; or
- we have not received all the information and explanations we require for our audit.

#### **Responsibilities of Trustees'**

As explained more fully in the statement of Trustees' annual report responsibilities, the Trustees', who are also the directors of the Charity for the purpose of company law, are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view, and for such internal control as the Trustees' determine is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, the Trustees' are responsible for assessing the Charity's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the Trustees' either intend to liquidate the charitable company or to cease operations, or have no realistic alternative but to do so.

#### **Auditor's responsibilities for the audit of the financial statements**

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 the Act and relevant regulations made or having effect thereunder.

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with ISAs (UK) will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

A further description of our responsibilities for the audit of the financial statements is located on the Financial Reporting Council's website at: <http://www.frc.org.uk/auditorsresponsibilities>. This description forms part of our auditor's report.

# EAST POLLOKSHIELDS OUT OF SCHOOL CARE

## INDEPENDENT AUDITOR'S REPORT (CONTINUED)

### TO THE TRUSTEES' OF EAST POLLOKSHIELDS OUT OF SCHOOL CARE

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#### Use of our report

This report is made solely to the charity's Trustees, as a body, in accordance with 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 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 and the charity's Trustees as a body, for our audit work, for this report, or for the opinions we have formed.

*Alexander Sloan*

3/11/2020

**Alexander Sloan**

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**Alexander Sloan Accountants and Business Advisers  
Statutory Auditor**

180 St Vincent Street  
Glasgow  
G2 5SG

Alexander Sloan is eligible for appointment as auditor of the Charity by virtue of its eligibility for appointment as auditor of a company under of section 1212 of the Companies Act 2006

# EAST POLLOKSHIELDS OUT OF SCHOOL CARE

## STATEMENT OF FINANCIAL ACTIVITIES INCLUDING INCOME AND EXPENDITURE ACCOUNT

FOR THE YEAR ENDED 31 MARCH 2020

### Current financial year

		Unrestricted funds general 2020 £	Unrestricted funds designated 2020 £	Total 2020 £	Total 2019 £
	Notes				
<b><u>Income and endowments from:</u></b>					
Donations and legacies	3	54,446	10,000	64,446	43,839
Other income	4	144,686	-	144,686	135,727
<b>Total income</b>		<b>199,132</b>	<b>10,000</b>	<b>209,132</b>	<b>179,566</b>
<b><u>Expenditure on:</u></b>					
Cost of charitable activities	5	185,847	3,989	189,836	177,492
<b>Net income for the year/ Net movement in funds</b>		<b>13,285</b>	<b>6,011</b>	<b>19,296</b>	<b>2,074</b>
Fund balances at 1 April 2019		50,561	39,481	90,042	87,968
<b>Fund balances at 31 March 2020</b>		<b>63,846</b>	<b>45,492</b>	<b>109,338</b>	<b>90,042</b>

The statement of financial activities includes all gains and losses recognised in the year.

All income and expenditure derive from continuing activities.

The statement of financial activities also complies with the requirements for an income and expenditure account under the Companies Act 2006.

The notes on pages 11 to 19 form an integral part of these financial statements.

# EAST POLLOKSHIELDS OUT OF SCHOOL CARE

## STATEMENT OF FINANCIAL ACTIVITIES (CONTINUED) INCLUDING INCOME AND EXPENDITURE ACCOUNT

FOR THE YEAR ENDED 31 MARCH 2020

### Prior financial year

		Unrestricted funds general 2019 £	Unrestricted funds designated 2019 £	Total 2019 £
	Notes			
<b><u>Income and endowments from:</u></b>				
Donations and legacies	3	33,339	10,500	43,839
Other income	4	135,727	-	135,727
<b>Total income</b>		<b>169,066</b>	<b>10,500</b>	<b>179,566</b>
<b><u>Expenditure on:</u></b>				
Cost of charitable activities	5	169,723	7,769	177,492
Gross transfers between funds		(314)	314	-
<b>Net income for the year/ Net movement in funds</b>		<b>(971)</b>	<b>3,045</b>	<b>2,074</b>
Fund balances at 1 April 2018		51,532	36,436	87,968
<b>Fund balances at 31 March 2019</b>		<b>50,561</b>	<b>39,481</b>	<b>90,042</b>

The statement of financial activities includes all gains and losses recognised in the year.

All income and expenditure derive from continuing activities.

The statement of financial activities also complies with the requirements for an income and expenditure account under the Companies Act 2006.

The notes on pages 11 to 19 form an integral part of these financial statements.

# EAST POLLOKSHIELDS OUT OF SCHOOL CARE

## BALANCE SHEET

AS AT 31 MARCH 2020

	Notes	2020 £	£	2019 £	£
<b>Current assets</b>					
Debtors	10	11,493		3,975	
Cash at bank and in hand		121,100		109,125	
		<u>132,593</u>		<u>113,100</u>	
<b>Creditors: amounts falling due within one year</b>	11	<u>(23,255)</u>		<u>(23,058)</u>	
Net current assets			<u>109,338</u>		<u>90,042</u>
<b>Income funds</b>					
<u>Unrestricted funds</u>					
Designated funds	12	45,492		39,481	
General unrestricted funds		<u>63,846</u>		<u>50,561</u>	
			<u>109,338</u>		<u>90,042</u>
			<u>109,338</u>		<u>90,042</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 by the Trustees' on 26 October 2020



**Stephen Moran**  
Trustee

The notes on pages 11 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 2020**

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### **1 Accounting policies**

#### **Charity information**

East Pollokshields Out of School Care is a charitable company limited by guarantee and incorporated in Scotland. The registered office address and principal place of business is Pollokshields Primary School, 241 Albert Drive, Glasgow, Lanarkshire, G41 2NA.

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

#### **1.1 Accounting convention**

The financial statements have been prepared in accordance with the Charity's [governing document], 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 accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)" (as amended for accounting periods commencing from 1 January 2019). The Charity is a Public Benefit Entity as defined by FRS 102.

The Charity has taken advantage of the provisions in the SORP for charities applying FRS 102 Update Bulletin 1 not to prepare a Statement of Cash Flows.

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

The financial statements have been prepared under the historical cost convention, modified to include the revaluation of freehold properties and to include investment properties and certain financial instruments at fair value. The principal accounting policies adopted are set out below.

#### **1.2 Going concern**

At the time of approving the financial statements, the Trustees' have a reasonable expectation that the Charity has adequate resources to continue in operational existence for the foreseeable future. Thus the Trustees' continue to adopt the going concern basis of accounting in preparing the financial statements.

#### **1.3 Charitable funds**

Unrestricted funds are available for use at the discretion of the Trustees' in furtherance of their charitable objectives unless the funds have been designated for other purposes.

Restricted funds are subject to specific conditions by donors as to how they may be used. The purposes and uses of the restricted funds are set out in the notes to the financial statements.

#### **1.4 Income**

Income is recognised when the Charity is legally entitled to it after any performance conditions have been met, the amounts can be measured reliably, and it is probable that income will be received.

Cash donations are recognised on receipt. Other donations are recognised once the Charity has been notified of the donation, unless performance conditions require deferral of the amount. Income tax recoverable in relation to donations received under Gift Aid or deeds of covenant is recognised at the time of the donation.

Legacies are recognised on receipt or otherwise if the Charity has been notified of an impending distribution, the amount is known, and receipt is expected. If the amount is not known, the legacy is treated as a contingent asset.

# **EAST POLLOKSHIELDS OUT OF SCHOOL CARE**

## **NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)**

**FOR THE YEAR ENDED 31 MARCH 2020**

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### **1 Accounting policies**

**(Continued)**

Turnover is measured at the fair value of the consideration received or receivable and represents amounts receivable for goods and services provided in the normal course of business, net of discounts, VAT and other sales related taxes.

#### **1.5 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.

#### **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.

#### **Support costs**

Support costs are incurred supporting the charity's activities and include expenditure associated with administrative and finance functions, business support, HR, IT and governance. These support functions are shared across the charity's activities and are apportioned across those activities in order to arrive at the full cost for each reported activity. The method of apportionment adopted by the charity are outlined in the notes to the financial statements.

#### **1.6 Cash and cash equivalents**

Cash and cash equivalents include cash in hand, deposits held at call with banks, other short-term liquid investments with original maturities of three months or less, and bank overdrafts. Bank overdrafts are shown within borrowings in current liabilities.

#### **1.7 Financial instruments**

The Charity has elected to apply the provisions of Section 11 'Basic Financial Instruments' and Section 12 'Other Financial Instruments Issues' of FRS 102 to all of its financial instruments.

Financial instruments are recognised in the Charity's balance sheet when the Charity becomes party to the contractual provisions of the instrument.

Financial assets and liabilities are offset, with the net amounts presented in the financial statements, when there is a legally enforceable right to set off the recognised amounts and there is an intention to settle on a net basis or to realise the asset and settle the liability simultaneously.

# EAST POLLOKSHIELDS OUT OF SCHOOL CARE

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2020

### 1 Accounting policies

(Continued)

#### **Basic financial assets**

Basic financial assets, which include debtors and cash and bank balances, are initially measured at transaction price including transaction costs and are subsequently carried at amortised cost using the effective interest method unless the arrangement constitutes a financing transaction, where the transaction is measured at the present value of the future receipts discounted at a market rate of interest. Financial assets classified as receivable within one year are not amortised.

#### **Basic financial liabilities**

Basic financial liabilities, including creditors and bank loans are initially recognised at transaction price unless the arrangement constitutes a financing transaction, where the debt instrument is measured at the present value of the future payments discounted at a market rate of interest. Financial liabilities classified as payable within one year are not amortised.

Debt instruments are subsequently carried at amortised cost, using the effective interest rate method.

Trade creditors are obligations to pay for goods or services that have been acquired in the ordinary course of operations from suppliers. Amounts payable are classified as current liabilities if payment is due within one year or less. If not, they are presented as non-current liabilities. Trade creditors are recognised initially at transaction price and subsequently measured at amortised cost using the effective interest method.

#### **Derecognition of financial liabilities**

Financial liabilities are derecognised when the Charity's contractual obligations expire or are discharged or cancelled.

### 1.8 Employee benefits

The cost of any unused holiday entitlement is recognised in the period in which the employee's services are received.

Termination benefits are recognised immediately as an expense when the Charity is demonstrably committed to terminate the employment of an employee or to provide termination benefits.

### 1.9 Retirement benefits

Payments to defined contribution retirement benefit schemes are charged as an expense as they fall due.

### 2 Critical accounting estimates and judgements

In the application of the Charity's accounting policies, the Trustees' are required to make judgements, estimates and assumptions about the carrying amount of assets and liabilities that are not readily apparent from other sources. The estimates and associated assumptions are based on historical experience and other factors that are considered to be relevant. Actual results may differ from these estimates.

The estimates and underlying assumptions are reviewed on an ongoing basis. Revisions to accounting estimates are recognised in the period in which the estimate is revised where the revision affects only that period, or in the period of the revision and future periods where the revision affects both current and future periods.



# EAST POLLOKSHIELDS OUT OF SCHOOL CARE

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2020

### 3 Donations and legacies

	Unrestricted funds general 2020 £	Unrestricted funds designated 2020 £	Total 2020 £	Unrestricted funds general 2019 £	Unrestricted funds designated 2019 £	Total 2019 £
Grants	54,446	10,000	64,446	33,339	10,500	43,839

### 4 Other income

	Unrestricted funds general 2020 £	Unrestricted funds general 2019 £
Parents' fees	144,686	135,727

### 5 Cost of charitable activities

	2020 £	2019 £
Staff costs	154,796	136,869
Premises costs	5,977	10,363
Running costs	19,975	24,471
Legal and professional	4,100	1,110
Accountancy costs	983	934
Governance costs	4,005	3,745
	189,836	177,492
	189,836	177,492
<b>Analysis by fund</b>		
Unrestricted funds - general	185,847	169,723
Unrestricted funds - designated	3,989	7,769
	189,836	177,492

# EAST POLLOKSHIELDS OUT OF SCHOOL CARE

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2020

### 6 Auditor's remuneration

The analysis of auditor's remuneration is as follows:

<b>Fees payable to the charity's auditor:</b>	<b>2020</b>	<b>2019</b>
	<b>£</b>	<b>£</b>
Audit of the annual accounts	4,005	3,745
	<u>          </u>	<u>          </u>

### 7 Trustees' Emoluments

None of the Trustees' (or any persons connected with them) received any remuneration or benefits from the Charity during the year.

### 8 Employees

#### Number of employees

The average monthly number of employees during the year was:

<b>2020</b>	<b>2019</b>
<b>Number</b>	<b>Number</b>
11	10
<u>          </u>	<u>          </u>

#### Employment costs

	<b>2020</b>	<b>2019</b>
	<b>£</b>	<b>£</b>
Wages and salaries	144,874	131,038
Social security costs	5,492	4,099
Other pension costs	4,430	1,732
	<u>          </u>	<u>          </u>
	154,796	136,869
	<u>          </u>	<u>          </u>

The remuneration of key management personnel during the year, including wages and salaries, and employer's contributions to national insurance and pensions, was £39,249 (2019: £37,036).

### 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 £4,430 (2019 - £1,732),

## **EAST POLLOKSHIELDS OUT OF SCHOOL CARE**

### **NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2020**

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#### **10 Debtors**

	<b>2020</b>	<b>2019</b>
	<b>£</b>	<b>£</b>
<b>Amounts falling due within one year:</b>		
Trade debtors	10,136	3,975
Other debtors	1,357	-
	<u>11,493</u>	<u>3,975</u>

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

	<b>2020</b>	<b>2019</b>
	<b>£</b>	<b>£</b>
Trade creditors	20,335	20,223
Accruals and deferred income	2,920	2,835
	<u>23,255</u>	<u>23,058</u>

## EAST POLLOKSHIELDS OUT OF SCHOOL CARE

### NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2020

#### 12 Unrestricted Designated Funds

The income funds of the charity include the following designated funds which have been set aside out of unrestricted funds by the trustees for specific purposes:

	Movement in funds				Movement in funds			
	Balance at	Income	Expenditure	Transfers	Balance at	Income	Expenditure	Balance at
	1 April 2018				1 April 2019			31 March 2020
	£	£	£	£	£	£	£	£
Redundancy Fund	36,750	-	-	-	36,750	-	-	36,750
Outdoor Experimental Learning for Children Fund	-	10,000	(7,269)	-	2,731	10,000	(3,989)	8,742
New Equipment fund	(314)	500	(500)	314	-	-	-	-
	<u>36,436</u>	<u>10,500</u>	<u>(7,769)</u>	<u>314</u>	<u>39,481</u>	<u>10,000</u>	<u>(3,989)</u>	<u>45,492</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 school holidays. The grant is to fund sessional costs, sustenance, transports for outings, market and promotion, trips and activities for Summer, October, February and midterms and Easter of out 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. A transfer was made into this fund during the prior year from the General Fund in order to eliminate the historical deficit.

# EAST POLLOKSHIELDS OUT OF SCHOOL CARE

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2020

### 13 Analysis of net assets between funds

	Unrestricted funds	Designated funds	Total	Unrestricted funds	Designated funds	Total
	2020	2020	2020	2019	2019	2019
	£	£	£	£	£	£
Fund balances at 31 March 2020 are represented by:						
Current assets/ (liabilities)	63,846	45,492	109,338	50,561	39,481	90,042
	<u>63,846</u>	<u>45,492</u>	<u>109,338</u>	<u>50,561</u>	<u>39,481</u>	<u>90,042</u>

### 14 Operating lease commitments

At the reporting end date the Charity had outstanding commitments for future minimum lease payments under non-cancellable operating leases, which fall due as follows:

	2020	2019
	£	£
Within one year	4,392	4,032
Between two and five years	14,640	8,400
	<u>19,032</u>	<u>12,432</u>

### 15 Events after the reporting date

#### Non - Adjusting Post Balance Sheet Event

At the time of approving the financial statements the United Kingdom is impacted by the Coronavirus pandemic. The charity is monitoring the position and updating its plans accordingly. Like most charities, however, the virus is likely to impact its activities.

### 16 Related party transactions

During the year, the Trustees of East Pollokshields Out of School Care used the charity's childcare. The value of services used during the year was £13,529 (2019: £13,078).

All agreements for Trustees are on standard terms.

### 17 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**

## **NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)**

***FOR THE YEAR ENDED 31 MARCH 2020***

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### **18 Going concern**

East Pollokshields Out of School Care reported a surplus of £19,296 for the year ended 31 March 2020, increasing reserves to £109,338. The majority of the charity's income is derived from parent fees. The continued generation of parent fees is crucial to the viability of the Charity.

Post year end, the Covid-19 pandemic has had a severe impact on the charity's ability to generate the same level of parent fees as in previous years. Consequently, parent fees in the forthcoming financial year are forecast to decrease. The Charity's Trustees have responded to this by taking measures to reduce its cost base and they continue to explore other funding sources to bolster income and aid the Charity through the pandemic. A number of grant funding applications have been made and confirmation of these grants is pending.

The Charity's Trustees therefore believe that East Pollokshields out of School Care is a going concern.

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

# EAST POLLOKSHIELDS OUT OF SCHOOL CARE

## DETAILED TRADING AND PROFIT AND LOSS ACCOUNT

**FOR THE YEAR ENDED 31 MARCH 2020**

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	2020	2019
<b><u>Income</u></b>		
Government grant income	54,446	33,339
Designated grant income	10,000	10,500
	<hr/>	<hr/>
	64,446	43,839
 <b><u>Other income</u></b>		
Parent Fees	144,686	135,727
	<hr/>	<hr/>
	(144,686)	135,727
 <b>Total income</b>	<hr/> 209,132	<hr/> 179,566
<b>Total expenditure</b>	(189,836)	(177,492)
	<hr/>	<hr/>
<b>Net surplus for the year</b>	<hr/> 19,296	<hr/> 2,074

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# EAST POLLOKSHIELDS OUT OF SCHOOL CARE

## DETAILED TRADING AND PROFIT AND LOSS ACCOUNT (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2020

	2020	2019
<b><u>Charitable activities</u></b>		
<b><u>Staff costs</u></b>		
Wages and salaries	144,874	131,038
Social security costs	5,492	4,099
Staff pension costs defined contribution	4,430	1,732
	<u>154,796</u>	<u>136,869</u>
<b><u>Premises costs</u></b>		
Rent	661	1,551
Insurance	1,144	815
Repairs and maintenance	-	3,442
Cleaning	245	236
Equipment	-	239
Equipment Leasing	3,927	4,080
	<u>5,977</u>	<u>10,363</u>
<b><u>Running costs</u></b>		
Printing, postage and stationery	1,439	730
Telephone	2,471	2,522
Training costs	593	873
Advertising and marketing	154	2,633
General expenses	4,437	3,444
Outdoor Experimental Learning for Children Project	-	2,261
Education and Play Equipment	2,910	3,844
Snacks	2,541	3,677
Uniforms	625	998
Outings	4,805	3,489
	<u>19,975</u>	<u>24,471</u>
<b><u>Legal and professional</u></b>		
Consultancy fees	4,100	1,110
	<u>4,100</u>	<u>1,110</u>
<b><u>Accountancy fees</u></b>		
Payroll fees	983	934
	<u>983</u>	<u>934</u>
<b><u>Governance costs</u></b>		
Audit fees	4,005	3,745
	<u>4,005</u>	<u>3,745</u>
<b>Total charitable activities expenditure</b>	<u>189,836</u>	<u>177,492</u>
<b>Total expenditure</b>	<u>189,836</u>	<u>177,492</u>