

Registered Charity No. 1038546

**THE DELL OUT OF SCHOOL CLUB
ANNUAL REPORT AND FINANCIAL STATEMENTS
YEAR ENDED 31 AUGUST 2022**

The Dell Out of School Club

CONTENTS

Trustees and Advisors.....3

Trustees Report.....4

Independent Examiners Report.....11

Statement of Financial Activities.....12

Balance Sheet.....13

Notes to the Financial Statements.....14

The Dell Out of School Club

TRUSTEES AND ADVISORS

Trustees

Under the constitution, the activities of The Dell Out of School Club ("The Dell") are coordinated by a committee of Trustees whose power and responsibilities are defined in the Governing document. The Committee of Trustees who served during the year are set out below:

Helen Fellows (Co-Chair)
Kieren Tucker (Co-Chair)
Philip Powley (Secretary)
Claire Summers
Claire Martin
Kirsty Wilkojc

(Resigned 18 March 2022)
(Appointed 9 June 2022)
(Appointed 28 April 2022)

Registered Address:

Rapiergroup
Rapier House
4 – 6 Crane Mead Business Park
Crane Mead, Ware
Hertfordshire
SG12 9PW

Registered Charly Number:
1038546

Business Address:

The Dell Out of School Club
Morgans JMI School
Morgans Road
Hertford
Herts
SG13 8DR

Independent Examiner:

Francis Corbishley, FCA
Moore NHC Audit Limited
Chartered Accountants
Nicholas House
River Front
Enfield
EN1 3FG

The Dell Out of School Club

TRUSTEES REPORT For the Year Ended 31 August 2022

The Trustees present their report together with the financial statements for the year ended 31 August 2022. The financial statements have been prepared in accordance with the accounting policies set out on Page 14 and comply with the requirements of the trust deed, the Statement of Recommended Practice on Accounting and Reporting by Charities (SORP FRS 102) and the Charities Act 2011.

Structure, Governance and Management

The Trust is governed by the trust deed dated 30 September 1993, is registered with the Charity Commission and its registration number is 1038546.

The Trustees are all users of the club. The Committee meets up every 6-8 weeks to review the running of the Club. The Committee is made up of elected persons drawn from parents and carers whose children use The Dell, staff and other interested parties. Being a voluntary organisation, the Trustees are always looking for parents to assist with the decision making that goes on around the running of The Dell. Trustees are required to be vetted as "suitable to run a childcare business" by OFSTED.

The Trustee's role is to

- Ensure The Dell is carrying out its duties for public benefit.
- Ensure compliance with The Dell's governing document "Constitution" and the UK Law.
- Act in The Dell's best interest.
- Manage The Dell's resources responsibly.
- Act with reasonable care and skill.
- Ensure The Dell is accountable.

The Trustees play a vital part of The Dell's effectiveness, and they rely on the feedback from parents, children and staff. The Trustees are given training and may attend relevant courses and seminars as appropriate to their role within the Charity.

Objects, Public Benefit, Aims, Objectives and Principal Activities

The Charity's aim is to provide public benefit, in compliance with the duty in Section 4 of the Charities Act 2011 to have due regard to the Charity Commission's published general and relevant sub-sector guidance, and in accordance with its trust deed.

Objectives and activities

The Charity was formed with the following objectives:

1. Providing the necessary facilities for the daily care, recreation, and education of children during out of school hours and school holidays.
2. To advance the education and training of persons in the provision of such care, education, and recreational facilities.

The Dell Out of School Club

TRUSTEES REPORT (Continued)

Brief History

The Dell was first established in September 1991 by two parents caring for six children after school two days a week and grew from there. In January 2004 the breakfast club was formed and proved successful. Income from fees has previously been supplemented over the years by grants from various local bodies. The club has grown to service the needs for a vast number of families with children at Morgans School for breakfast, after school, and holiday care.

In January 2011 The Dell expanded, providing Breakfast & After School Club, to Abel Smith pupils based at this school.

During school holidays in addition to offering services for both our host schools, The Dell attracts further families from the community who are looking for regular childcare, fun activities or just a break.

The Dell Out of School Club

The Dell Out of School Club currently operates term time breakfast and after school clubs at two school sites in Hertford:- Morgan's JMI School & Abel Smith School, as well as a holiday play scheme usually based at Morgans School.

Each of the clubs are managed by a qualified Manager. Both sites are registered with OFSTED for the provision of Early Years and Childcare for children between the ages of 3-12 years with Morgan's being rated as "Good" (Oct 2015) & Abel Smith who "Met" the OFSTED new inspection (Jan 2020).

The Dell – Abel Smith School

The Breakfast Club for Year 1 and below is based in the Annex Building within the school grounds and can provide care between 7.30am and 9.00am for up to 20 children.

The Breakfast Club for Year 2 and above is based in the School Dining Room and this year provides care between 7.30am and 9.00am for up to 24 children.

There is a free choice of indoor activities including art, games and reading. Children chat to their friends at the breakfast table or for those slow to wake up, just sit quietly. Breakfast of cereal and toast is served until 8.30am.

The After-School Club. Our after-school provision for children up to the end of Year 1 is held in the Annexe building for 20 children with the older children from Year 2 upwards using the Dining hall and ICT suite providing capacity to offer up to 24 children in this age group.

There is a weekly theme to engage the children in educational play as well as time spent outside in the school fields or school playground. Parents and staff have been very generous in providing new toys and activities to enhance the children's play. Besides offering a full range of play and recreational activities our afterschool clubs provide a healthy light tea to the children who attend.

The Dell Out of School Club

TRUSTEES REPORT (Continued)

The Dell – Morgan's JMI School

The Breakfast Club is based in the school dining room and this year provided care between 7.30am and 9.00am for up to 48 children.

There is a free choice of indoor activities including art, games and reading. Children chat to their friends at the breakfast table or for those slow to wake up, just sit quietly. Breakfast of cereal and toast is served until 8.30am.

The Mandeville Club - after school until 6pm daily and is based in the annexe. It provides care and activities for Nursery and Infant children up to and including Year 1. The children's play and learning are enhanced via the Early Years Framework and linkages to school themes and activities. A light healthy tea is prepared and offered daily. Staff who work in this area are qualified in childcare.

The Queens Club (Years 2-6) Based in the school dining room and Queens Hall It provides care and activities until 6pm. A light healthy tea is made with the children's input, especially with the menu planning. Indoor activities available to the children include free choice of home corner, pool table, table tennis, cooking art and craft, Lego, k-nex and other construction toys, board games, quiet corner for reading and resting. We use the hall for the team games and sports. Occasionally, TV and videos are screened especially during the winter months.

Outdoor sports include cricket, tennis, trim trail, Tree house, small bikes, skipping etc. also sand and water play as well as gardening for the Early Years children.

Holiday schemes operate during the school half terms, Easter and part of the summer and Christmas Holidays as well as inset/occasional days (subject to demand). The schemes have themed activity weeks and are open to children aged three to eleven. In addition to the activities available during term time, play scheme free choice activities includes different art and crafts, team sports, bouncy castle, bowling, and walks to visit local places of interest i.e. park visits, and sports, dancing and storytelling.

Our aim is to review and improve of the quality of service we offer to our clients and the support and development structure of our staff. We continue to build on our partnership with parents and promote a sense of belonging, emphasising the fact that everyone - parents, children, committee and staff, have a part to play in making a success of the club.

Staffing at The Dell

Staffing during the early part of 2021 - reflected the healthy numbers of children previously booked on our registers. The Dell has been fortunate to employ full time qualified managers and deputies at both clubs which has helped with succession planning. Previously we have used Apprenticeships schemes with our last apprentice qualifying in 2020 and has now been promoted to Club Deputy.

Succession planning has also been enhanced by recruiting / promoting existing staff to become Senior Playleaders. Our core team of Dell staff have all worked extremely hard and have been committed to their jobs by providing excellent services to the various clubs. At the start of the year we had around 25 staff on our payroll.

The Dell Out of School Club

TRUSTEES REPORT (Continued)

Staffing is kept flexible through a mixture of fixed, term time, bank and seasonal contracts. Team working and staff participation is encouraged through regular supervisions, team meetings and things like team building events. Some of our students were ex pupils who attended The Dell during their primary school years.

Staff are equipped with the skills required through due diligence training courses such as First Aid, Food Safety, Child Protection and activity courses.

Achievements and Performance

Sept 2021 saw The Dell reopening without the previous Covid limitations of bubble and reduced numbers and we were able to resume operations in our usual club format.

As parents started to return to offices (albeit on a part time basis), our numbers significantly picked up although the numbers didn't return to pre-covid levels. With tight limitations on staffing to ratio and fee increases helped us to break even.

Our holiday club returned a significant increase in revenue. Other local out of school clubs focused on their term time offer so we became the only out of school club in the local area providing OFSTED holiday provision for under 5's. Whilst there was availability for Early Years children within some local private nurseries, our costs remained competitive and the fact we were able to offer sibling places helped.

We adapted staffing and activities to meet the demand of a younger age group and ensuring staff were able to meet the additional needs of these younger children.

The continued use of our online booking system coupled with the use of social media allowed easy access for parents to book and pay online via stripe and the ability to receive direct debit payments via Go Cardless helped streamline some of the payment processes.

Both host schools have been supportive in the post covid recovery and with no significant increases in term time rent. We did agree a significant rent increase in rent for holiday club which enabled us to be able to retain the facilities at Morgans School in the form of the hall and dining areas.

In the post covid period we were able to return to a more consistent training schedule with most of our managers attending face to face Paediatric First Aid and other staff also attending a Basic first Aid course as well as other statutory online training.

We were also able to secure grant funding to offer a small number of places under the Herts Sports Partnership scheme (Happy) to children on free school meals during Easter 2022 which provided a small amount of additional revenue.

Staff salaries have been reviewed and in line with the Cost of Living we increased our salaries during 2022 to meet minimum wage requirements. We have also given some performance related bonus payments to our key managers, where we were not in a position to award pay increases.

The Dell Out of School Club

TRUSTEES REPORT (Continued)

Staffing

Staffing was reduced during the covid period and with reduced numbers recruitment had been static. During the year we focused on recruiting some students and part time playleaders to buffer our staffing numbers and allow us to flex up if we needed additional staff to cover holidays or absences. We have a small and dedicated team of core staff who have worked with us for several years providing experienced and consistent staffing. We lost a number of staff towards the end of the year, who decided to look for full time employment and training.

Our management team undertook a significant change during 2021/22 when we lost both a Manager (Shanelle who left in Summer 22 after 7 years) and a Deputy Manager (Ben who left in October 21).

We recruited a new Deputy Manager for Morgans (Malsie in the autumn of 21) and were able to promote one of current Deputy Managers, Karen to the role of Manager at Morgans to replace Shanelle. With a Senior Playleader (Gemma) being promoted to the role of Deputy at Abel Smith just before the summer 22.

With the assistance of our Finance Officer and Business Manager and support from Helen DeBois from Rapier group we ensured that the business remained as streamlined as we could. We continue to use Xero accounting to track and manage our accounting processes and having completed a full year will more easily be able to track our costs on a year-to-date basis.

The Dell Committee have been kept up to speed with the financial position and have been integral to the decision making during the year. As well as supporting with regular meetings, the Committee were involved in supporting an Employment Relations concern. After risk assessing, the trustees felt that the business needed the input of some legal advice, which is detailed in the accounts.

Rapier Group continues to support The Dell with part time office facilities and finance services for which we are grateful.

The financial results are shown in the accompanying statement of financial activities, balance sheet and related notes to those statements.

Financial Review

The attached financial statements show the current state of the finances, and the Trustees are aware of the results.

Reserves Policy

As a result of the COVID crisis the Committee identified there was a shortfall in the likely redundancy payments which would need to be made to staff in the event of a closure/suspension of services. The Committee agreed that £30,000 from our reserve accounts be ring fenced for this if needed.

The unrestricted funds amounted to £64,982 (2021: £65,001) at the reporting date. The Trustees aim to maintain a reserve of three months' running costs. This allows The Dell to continue operating and provides the capacity to explore new sources of funding should any of its funding streams be withdrawn or come to an end with no immediate replacement.

The Dell Out of School Club

TRUSTEES REPORT (Continued)

Investment Policy

The Charity's investment policy is not to allow interest to accumulate but to use it in fulfilling the Trust's objectives. Income is credited to the appropriate fund. There are no restrictions on the Trustees' absolute powers of investment.

Risk Management

The Dell regularly reviews its procedures to minimise risk to its assets and income. This involves identifying the major risks to which the Trust is exposed, prioritising them in terms of potential impact and the likelihood of occurrence and establishing systems to manage those risks.

The vaccine programme has continued to minimise the risks of covid and government strategy bringing a sense of normality to working life means that we are operating without any restrictions. We are mindful of any significant rate increases over the winter period and the impact this has on our attendance and staffing.

Additional risks in 22-23 continue from a fall in families attending due to parents working from home and no longer needing out of school care which has been observed at Breakfast club at Abel Smith where numbers haven't returned to prior covid numbers.

The financial crisis caused by the pandemic, war in Ukraine and recessionary trends are resulting in the rising cost of food and utilities will reflect in bookings. It is anticipated that a few parents will reduce their childcare and it is envisaged some parents may no longer be in a position to afford us - which may mean that parents choose to look after their children at home to reduce outgoings.

The rising costs of food and likely increases in rent from our host schools to cover their utilities is of consideration.

It should be noted as a potential risk that The Labour party has a manifesto policy of providing free "breakfast clubs" for children. This may have a significant impact on the Dell's finances if a Labour Government were elected and our host schools offer free breakfast sessions.

Pressure on wages remains a risk with The Dell having to benchmark against other local jobs which are offering higher salaries to staff. Staff undergoing pressure to meet the cost of utilities and other rising costs may look to earn more from other employment.

Additional costs are also likely to be incurred through succession planning and the recruitment of qualified staff to meet OFSTED Early Years regulations and we are having to offer in excess of market wages and full-time hours to attract staff to fulfil these roles.

Despite increasing fees again by 5% +, current projections based on numbers of bookings and staffing show The Dell to be forecasting a loss of around £4K which is predominantly caused by the likely wage increases needed in April 2023.

The Dell Out of School Club

TRUSTEES REPORT (Continued)

Future Plans

Our current business focus is on trying to retain current contracted numbers and increasing ad hoc capacity - whilst capping expenditure and reducing outgoings where we can.

The Trustees are keen to promote and continue to improve the quality of services provided to our children in the form of a fun and safe place to be with some great activities.

Benchmarking fees to remain competitive in the area together with careful monitoring of the impact of any future recessionary downturn or inflation on the wider local economy.

The Trustees aim to ensure that levels of provision meet current demand for childcare and ensuring staff ratios are maintained whilst operating within financial constraints.

Succession planning remains integral for the Dell to be able to meet its Ofsted Registration. Developing the capability of our management team to enable the business to be secure if someone were to leave.

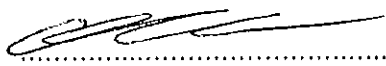
To keep abreast of the Living Wage, The Dell needs to try and provide enhanced pay rates for staff, while continuing to develop our staff through on the job training. As well as ensuring all relevant qualifications are kept up to date.

The Dell Committee members are given training to equip them for their roles as Trustees.

The additional income from ad hoc and holiday clubs is essential to support the overall provision of childcare throughout the year. Therefore, these services need to be actively promoted and marketed.

The Trustees declare that they have approved the Trustees' Report above.

Signed on behalf of the Trustees

Signature 

Full Name KIERON TOCKITZ

Position CO-CHAIR

Date 15/6/23

The Dell Out of School Club

INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF THE DELL OUT OF SCHOOL CLUB

I report to the trustees on my examination of the financial statements of The Dell Out Of School Club (the charity) for the year ended 31 August 2022.

Responsibilities and basis of report

As the trustees of the charity you are responsible for the preparation of the financial statements in accordance with the requirements of the Charities Act 2011 (the 2011 Act).

I report in respect of my examination of the charity's financial statements carried out under section 145 of the 2011 Act. In carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act.

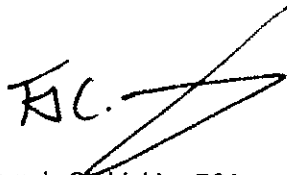
Independent examiner's statement

Since the charity's gross income exceeded £250,000 your examiner must be a member of a body listed in section 145 of the 2011 Act. I confirm that I am qualified to undertake the examination by being a member of The Institute of Chartered Accountants in England and Wales, which is one of the listed bodies.

I have completed my examination. I confirm that no matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

- 1 accounting records were not kept in respect of the charity as required by section 130 of the 2011 Act; or
- 2 the financial statements do not accord with those records; or
- 3 the financial statements do not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a true and fair view which is not a matter considered as part of an independent examination.

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the financial statements to be reached.



Francis Corbishley FCA
Moore NHC Audit Limited
Chartered Accountants
Nicholas House
River Front
Enfield
EN1 3FG

15/06/2023

The Dell Out of School Club

**STATEMENT OF FINANCIAL ACTIVITIES
For the Year Ended 31 August 2022**

	Notes	Unrestricted Funds 2022 £	Unrestricted Funds 2021 £
INCOME			
Income from Charitable Activities			
Sales		-	229
Breakfast Club – Morgans		41,823	26,225
Breakfast Club – Abel Smith		24,869	20,803
After School Clubs – Morgans		93,570	54,928
After School Club – Abel Smith		74,331	56,081
Holiday Play Schemes		52,493	25,936
HAppy Project (Hertfordshire County Council Project)		1,975	2,700
Other Income		659	484
		<u>289,720</u>	<u>187,386</u>
Government Grants		-	41,308
Investment Income: Interest Received		<u>107</u>	<u>10</u>
Total Income		289,827	228,704
EXPENDITURE			
Expenditure on Charitable Activities	2		
Wages and Social Security		216,783	202,755
Cost of Providing Clubs and Play Schemes		29,968	19,535
Rent		15,875	8,025
Insurance		2,036	1,862
Telephone		1,215	1,473
Printing, Postage and Stationery		1,161	573
Subscriptions		513	769
Advertising		246	436
Sundry Expenses		2,476	1,908
IT Equipment		225	-
Bad Debt		256	-
Bank Charges and Interest		2,071	1,448
		<u>272,825</u>	<u>238,784</u>
Expenditure on Governance Costs	3	17,021	10,868
Total Expenditure		289,846	249,652
Net Movement In Funds		(19)	(20,948)
RECONCILIATION OF FUNDS:			
Total Funds Brought Forward		<u>65,001</u>	<u>85,949</u>
Total Funds Carried Forward		<u>64,982</u>	<u>65,001</u>

The notes on pages 14 to 17 form an integral part of these financial statements


The Dell Out of School Club

BALANCE SHEET
As at 31 August 2022

	Notes	Unrestricted Funds 2022 £	Unrestricted Funds 2021 £
FIXED ASSETS			
Tangible Fixed Assets			
- Computer equipment	8	-	1,356
- Computer Depreciation		-	(1,356)
		-	-
CURRENT ASSETS			
Debtors	5	6,411	10,251
Short Term Investments		30,000	30,000
Cash at Bank		82,536	61,919
		118,947	102,170
CREDITORS: Amounts falling due within one year			
Creditors	6	5,836	2,837
Deposits		-	-
Deferred Income		23,812	23,651
Accruals		24,317	10,681
		53,965	37,169
NET CURRENT ASSETS		64,982	65,001
NET ASSETS		64,982	65,001
REPRESENTED BY:			
Unrestricted Income Funds	7	64,982	65,001

The financial statements were approved by the board on 15/6/2023 and signed on its behalf by:

Trustee


KIEREN TOCKILL.

The notes on pages 14 to 17 form an integral part of these financial statements

The Dell Out of School Club

NOTES TO THE FINANCIAL STATEMENTS For the Year Ended 31 August 2022

1. ACCOUNTING POLICIES

Basis of Preparation

The financial statements have been prepared in accordance with 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 the Republic of Ireland (FRS 102) – Charities SORP (as amended) and the Charities Act 2011.

These financial statements have been prepared under the historical cost convention.

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

Going Concern

The trustees have at the time of approving the financial statements, 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.

The trustees consider that there are no material uncertainties about the charity's ability to continue as a going concern.

Income

The Dell generates its income mainly from breakfast and after school clubs and holiday play schemes.

Donations, grants and similar income are included in the financial statements when The Dell becomes entitled to the income and it is probable that the income will be received and the amount can be measured reliably.

Investment Income

Investment Income relates to bank interest and is included in the financial statements when receivable.

Expenditure

Resources expended are included in the Statement of Financial Activities on an accruals basis, inclusive of any VAT which cannot be recovered. They are recognised when there is a legal or constructive obligation to pay for expenditure, it is probable that settlement will be required and the amount of the obligation can be measured reliably.

Tangible Fixed Assets and Depreciation

Assets costing greater than £500 are capitalised and depreciated over their anticipated useful lives as follows:

Computer Equipment – 33% Straight line

The Dell Out of School Club

NOTES TO THE FINANCIAL STATEMENTS (Continued)

2. CHARITABLE EXPENDITURE

This totalled £289,846 (2021: £249,652) and is detailed in the Statement of Financial Activities. The expenditure represents costs incurred to maintain the running and operations of The Dell. Such costs are all part of the unrestricted funds of the charity.

Wages and Social Security Costs are apportioned to the following direct activities:

	2022 £	2021 £
School Club Activities	190,537	184,212
Support Staff	26,246	18,543
	<u>216,783</u>	<u>202,755</u>

Staff costs comprises of:

	2022 £	2021 £
Wages and Salaries	207,239	194,328
Social Security Costs	9,544	8,427
	<u>216,783</u>	<u>202,755</u>

The average number of employees during the year were as follows:

	2022 Avg	2021 Avg
School Club Activities	9	9
Support Staff	3	3
	<u>12</u>	<u>12</u>

Costs of providing clubs and play schemes include:

	2022 £	2021 £
Training & Clothing	7,851	3,150
Play Supplies	5,365	4,162
Repairs & Refurbishment	105	-
Activities	2,861	1,901
Food	13,786	10,322
	<u>29,968</u>	<u>19,535</u>

NOTES TO THE FINANCIAL STATEMENTS (continued)

3. GOVERNANCE COSTS

These costs represent costs incurred by finance, human resources, Independent Examiner's fees and departments attributable to the management of the charity's assets, organisational administration and compliance with constitutional and statutory requirements. Such costs are part of unrestricted funds.

	2022	2021
	£	£
Accountancy	3,960	3,960
Professional Fees	13,061	6,908
	<u>17,021</u>	<u>10,868</u>

4. REMUNERATION OF TRUSTEES

The Trustees or persons connected to them did not receive remuneration or reimbursement of expenditure during the year.

5. DEBTORS: amounts falling due within one year

	2022	2021
	£	£
Trade debtors	4,633	7,388
Prepayments	1,778	2,863
Other receivables	-	-
	<u>6,411</u>	<u>10,251</u>

6. CREDITORS: amounts falling due within one year

	2022	2021
	£	£
Trade creditors	2,765	1,580
Other creditors	3,071	1,257
	<u>5,836</u>	<u>2,837</u>

The Dell Out of School Club

NOTES TO THE FINANCIAL STATEMENTS (Continued)

7. FUND ACCOUNTING

Analysis of movements in unrestricted fund:

	As at 01 September 2021 £	Incoming Resources £	Outgoing Resources £	As at 31 August 2022 £
Unrestricted Funds	<u>65,001</u>	<u>289,827</u>	<u>(289,846)</u>	<u>64,982</u>

Analysis of movements in unrestricted funds – previous year:

	As at 01 September 2020 £	Incoming Resources £	Outgoing Resources £	As at 31 August 2021 £
Unrestricted Funds	<u>85,949</u>	<u>228,704</u>	<u>(249,652)</u>	<u>65,001</u>

Purpose of Unrestricted Funds

The purpose of the funds is to be used in accordance with the charitable objects at the discretion of the Trustees.

8. Disposal of Computer Equipment

The Computer detailed on Balance Sheet last year has now been disposed of.