

COMPANY REGISTRATION NUMBER: SC366334
CHARITY REGISTRATION NUMBER: SC038968

St Crispin's Out of School Care Association Limited
Company Limited by Guarantee
Unaudited Financial Statements
30 September 2021



CHARLES BURROWS & CO

Chartered Accountants
7 Palmerston Place
Edinburgh
EH12 5AH

St Crispin's Out of School Care Association Limited

Company Limited by Guarantee

Financial Statements

Year ended 30 September 2021

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St Crispin's Out of School Care Association Limited

Company Limited by Guarantee

Trustees' Annual Report (Incorporating the Director's Report)

Year ended 30 September 2021

The trustees, who are also the directors for the purposes of company law, present their report and the unaudited financial statements of the charity for the year ended 30 September 2021.

Reference and administrative details

Registered charity name	St Crispin's Out of School Care Association Limited
Charity registration number	SC038968
Company registration number	SC366334
Principal office and registered office	19 Watertoun Road Edinburgh EH9 3HZ

The trustees

R Hur
J Anderton
S Guild
I MacKenzie
E Fernandez Calleja

E Fernandez Calleja was appointed on 24 August 2020.

Independent examiner	William A S Gunn CA 7 Palmerston Place Edinburgh EH12 5AH
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Structure, governance and management

Governing document

The organisation is a charitable company limited by guarantee, incorporated on 30th September 2009 and commenced trading on 1st October 2009. The company was established under a Memorandum of Association which established the objects and powers of the charitable company and is governed under its Articles of Association. In the event of the company being wound up members are required to contribute an amount not exceeding £1.

Organisational structure

The charity has a Board of Directors of up to 10 members who meet regularly and are responsible for the strategic direction and policy of the charity.

St Crispin's Out of School Care Association Limited

Company Limited by Guarantee

Trustees' Annual Report (Incorporating the Director's Report) *(continued)*

Year ended 30 September 2021

Structure, governance and management *(continued)*

Recruitment and appointment of board of directors

The Directors of the company are also Charity Trustees for the purposes of charity law and under the company's Articles are known as members of the Board of Directors. Under the requirements of the Articles of Association at each Annual General Meeting of the company, all the Directors shall retire from office. A Director who retires shall be eligible for re-election.

Trustee induction and training

New trustees are fully briefed on the workings of the charity before being invited to take up office.

Objectives and activities

To promote the care and education of children with additional support needs attending St Crispin's school, during out of school hours and school holidays, and to promote the provision of facilities for the recreation and other leisure time occupation of such children in the interests of social welfare with the object of improving their conditions of life.

Achievements and performance

The After School Club made a successful start to the new school session in 2020 and continued to build on this throughout 2021. We continue to work in close partnership with the school to deliver a valuable and high quality service to as many pupils as possible.

We owe a huge amount to the commitment and enthusiasm of the management team and the play workers who deliver these much needed services for our children. This has never been more obvious than during the continued pressures over the past year due to the COVID 19 global pandemic. The management team and staff worked closely with the Board of Directors, the school and Edinburgh Education Department to deliver the service in line with government guidelines whenever the school was open.

The Board unanimously agreed to retain and continue to pay staff during periods when the school was closed and the club could not operate, recognising the loyalty shown by them to the club and the children we support and the Boards desire to restart services as fast as possible to support families. The club received grants from the Coronavirus Job Retention Scheme amounting to £3,281.

Of course, none of this would have been possible without the continued support from The Robertson Trust, The Derek Stewart Charitable Trust, Bank of Scotland Foundation and KPE for whom we are extremely grateful.

Many thanks to everyone who has contributed to our activities and supported us over this last year.

St Crispin's Out of School Care Association Limited

Company Limited by Guarantee

Trustees' Annual Report (Incorporating the Director's Report) *(continued)*

Year ended 30 September 2021

Financial review

The company is reporting a net deficit of £14,078 for the year reflecting the timing of grant awards.

The company remains dependent on grants to support its activities and received £48,531 during the year. We will continue to develop our fund raising strategy to help deliver this much needed service at a cost families can afford.

We maintain a disciplined approach to managing our costs and in particular we seek to minimise spend on non-staff related expenditure and direct money towards delivery of the service. Our administration costs remain low, relative to the service we deliver.

As a result of our fund raising strategy and disciplined cost managed, we were able to maintain parental fees at previous levels.

Reserves policy

The Board of Directors has considered carefully the policy to be adopted and has examined the charity's requirements for reserves in light of the main risks to the organisation. The Board of Directors has determined that the unrestricted reserves of the charity (excluding reserves relating to fixed assets and excluding those attributable to designated funds) should not be less than £5,000 or the cost of meeting three months of the charity's net expenditure, whichever is the higher.

Risk policy

The major risks to which the charity is exposed, as identified by the Board of Directors have been reviewed and systems have been established to monitor and mitigate those risks.

Plans for future periods

The Directors and Management Team remain committed to the development of the club and continue to focus on a few key areas:

1. Getting the balance right with fees. We want to maintain parental fees at £4 an hour for the after school club to help attract & retain families to the service.
2. Acting on feedback from parents and those organisations that support us to help improve and develop the service.
3. We will continue to ensure we recruit, develop and retain staff who are passionate about the service we provide.
4. Funding and fundraising. We will continue to develop our fundraising strategy, with particular emphasis on securing longer term funding support.

St Crispin's Out of School Care Association Limited

Company Limited by Guarantee

Trustees' Annual Report (Incorporating the Director's Report) *(continued)*

Year ended 30 September 2021

Trustees' responsibilities statement

The trustees (who are also the directors of St Crispin's Out of School Care Association Limited for the purposes of company law) are responsible for preparing the trustees' annual report and the financial statements in accordance with applicable law and regulations.

Company law requires the trustees to prepare financial statements for each financial year. Under that law the trustees have elected to prepare the financial statements in accordance with United Kingdom Generally Accepted Accounting Practice (United Kingdom Accounting Standards and applicable law). Under company law the trustees must not approve the financial statements unless they are satisfied that they give a true and fair view of the state of affairs of the charity and the income and expenditure of the charity 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 applicable Charities SORP;
- make judgments and accounting 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 charity will continue in operation.

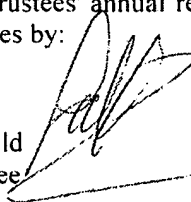
The trustees are responsible for keeping adequate accounting records that are sufficient to show and explain the charity's transactions and disclose with reasonable accuracy at any time the financial position of the charity and enable them to ensure that the financial statements comply with the Charities and Trustees Investments (Scotland) Act 2005, the Charity Accounts (Scotland) Regulations 2006 (as amended), and the provisions of the Memorandum and Articles of Association. 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.

Small company provisions

This report has been prepared in accordance with the provisions applicable to companies entitled to the small companies exemption.

The trustees' annual report was approved on 17 February 2022 and signed on behalf of the board of trustees by:

S Guild
Trustee



St Crispin's Out of School Care Association Limited

Company Limited by Guarantee

Independent Examiner's Report to the Trustees of St Crispin's Out of School Care Association Limited

Year ended 30 September 2021

I report to the trustees on my examination of the financial statements of St Crispin's Out of School Care Association Limited ('the charity') for the year ended 30 September 2021.

Responsibilities and basis of report

As the trustees of the company (and also its directors for the purposes of company law) you are responsible for the preparation of the financial statements in accordance with the requirements of the Charities and Trustee Investment (Scotland) Act 2005 ('the 2005 Act'), the Charities Accounts (Scotland) Regulations 2006 (as amended) and the Companies Act 2006 ('the 2006 Act'). You are satisfied that the accounts of the company are not required by charity or company law to be audited and have chosen instead to have an independent examination.

Having satisfied myself that the accounts of the company are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of the charity's accounts carried out under section 44(1)(c) of the 2005 Act. In carrying out my examination I have followed the requirements of Regulation 11 of the Charities Accounts (Scotland) Regulations 2006 (as amended).

Independent examiner's statement

Since the charity is required by company law to prepare its accounts on an accruals basis and is registered as a charity in Scotland your examiner must be a member of a body listed in Regulation 11(2) of the Charities Accounts (Scotland) Regulations 2006 (as amended). I can confirm that I am qualified to undertake the examination because I am a registered member of ICAS 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:

1. accounting records were not kept in respect of the charity as required by section 386 of the 2006 Act, section 44(1)(a) of the 2005 Act and Regulation 4 of the 2006 Accounts Regulations; or
2. the financial statements do not accord with those records or with the accounting requirements of Regulation 8 of the Charities Accounts (Scotland) Regulations 2006; or
3. the financial statements do not comply with the accounting requirements of section 396 of the 2006 Act 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; or
4. the financial statements have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102).


St Crispin's Out of School Care Association Limited

Company Limited by Guarantee

Independent Examiner's Report to the Trustees of St Crispin's Out of School Care Association Limited *(continued)*

Year ended 30 September 2021

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 accounts to be reached.


William A S Gunn CA
Independent Examiner

7 Palmerston Place
Edinburgh
EH12 5AH

17 February 2022

St Crispin's Out of School Care Association Limited

Company Limited by Guarantee

Statement of Financial Activities (including income and expenditure account)

Year ended 30 September 2021

			2021		2020
	Note	Unrestricted funds £	Restricted funds £	Total funds £	Total funds £
Income and endowments					
Donations and legacies	5	8,212	48,531	56,743	86,516
Investment income	6	6	—	6	13
Total income		<u>8,218</u>	<u>48,531</u>	<u>56,749</u>	<u>86,529</u>
Expenditure					
Expenditure on charitable activities	7,8	8,311	62,516	70,827	62,252
Total expenditure		<u>8,311</u>	<u>62,516</u>	<u>70,827</u>	<u>62,252</u>
Net (expenditure)/income and net movement in funds		<u>(93)</u>	<u>(13,985)</u>	<u>(14,078)</u>	<u>24,277</u>
Reconciliation of funds					
Total funds brought forward		32,163	43,256	75,419	51,142
Total funds carried forward		<u>32,070</u>	<u>29,271</u>	<u>61,341</u>	<u>75,419</u>

The statement of financial activities includes all gains and losses recognised in the year.
All income and expenditure derive from continuing activities.

The notes on pages 9 to 15 form part of these financial statements.

St Crispin's Out of School Care Association Limited

Company Limited by Guarantee

Statement of Financial Position

30 September 2021

	Note	2021 £	£	2020 £	£
Current assets					
Debtors	12	84		1,392	
Cash at bank and in hand		66,793		75,647	
		<u>66,877</u>		<u>77,039</u>	
Creditors: amounts falling due within one year	13	<u>5,536</u>		<u>1,620</u>	
Net current assets			61,341		75,419
Total assets less current liabilities			61,341		75,419
Net assets			<u>61,341</u>		<u>75,419</u>
Funds of the charity					
Restricted funds			29,271		43,256
Unrestricted funds			32,070		32,163
Total charity funds	14		<u>61,341</u>		<u>75,419</u>

For the year ending 30 September 2021 the charity was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.

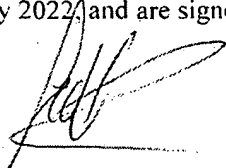
Directors' responsibilities:

- The members have not required the company to obtain an audit of its financial statements for the year in question in accordance with section 476;
- The directors acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of financial statements.

These financial statements have been prepared in accordance with the provisions applicable to companies subject to the small companies' regime.

These financial statements were approved by the board of trustees and authorised for issue on 17 February 2022, and are signed on behalf of the board by:

S Guild
Trustee



The notes on pages 9 to 15 form part of these financial statements.

St Crispin's Out of School Care Association Limited

Company Limited by Guarantee

Notes to the Financial Statements

Year ended 30 September 2021

1. General information

The charity is a public benefit entity and a private company limited by guarantee, registered in Scotland and a registered charity in Scotland. The address of the registered office is 19 Watertoun Road, Edinburgh, EH9 3HZ.

2. Statement of compliance

These financial statements have been prepared in compliance with FRS 102, 'The Financial Reporting Standard applicable in the UK and the Republic of Ireland', 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) (effective 1 January 2019), (Charities SORP (FRS 102)), the Companies Act 2006 and the Charities and Trustee Investment (Scotland) Act 2005 and the Charity Accounts (Scotland) Regulations 2006 (as amended). The charity constitutes a public benefit entity as defined by FRS 102.

3. Accounting policies

Basis of preparation

The financial statements have been prepared on the historical cost basis, as modified by the revaluation of certain financial assets and liabilities and investment properties measured at fair value through income or expenditure.

The financial statements are prepared in sterling, which is the functional currency of the entity.

Going concern

There are no material uncertainties about the charity's ability to continue.

Judgements and key sources of estimation uncertainty

The preparation of the financial statements requires management to make judgements, estimates and assumptions that affect the amounts reported. These estimates and judgements are continually reviewed and are based on experience and other factors, including expectations of future events that are believed to be reasonable under the circumstances.

Fund accounting

Unrestricted funds are those which can be used within the company's objectives, at the discretion of the Directors.

Restricted funds are those which can only be used for particular restricted purposes within the company's objectives. Funds are restricted when their purpose is specified by the donor, by the terms of an appeal or where they are raised for a particular purpose or project.

St Crispin's Out of School Care Association Limited

Company Limited by Guarantee

Notes to the Financial Statements *(continued)*

Year ended 30 September 2021

3. Accounting policies *(continued)*

Incoming resources

All income is included in the statement of financial activities when the charity is entitled to the income, any performance related conditions attached have been met or are fully within the control of the charity, the income is considered probable and the amount can be quantified with reasonable accuracy. The following specific policies are applied to particular categories of income:

- Donations and grants are included in full in the Statement of Financial Activities when receivable. Grants, where entitlement is not conditional on the delivery of a specific performance by the charity, are recognised when the charity becomes unconditionally entitled to the grant.
- Investment income is included when receivable.

Resources expended

Expenditure is recognised on an accruals basis as a liability is incurred. Expenditure includes any VAT which cannot be fully recovered, and is reported as part of the expenditure to which it relates:

- Charitable expenditure comprises those costs incurred by the charity in the delivery of its activities and services for its beneficiaries. It includes both costs that can be allocated directly to such activities and those costs of an indirect nature necessary to support them.

All costs are allocated between the expenditure categories of the SOFA on a basis designed to reflect the use of the resource. Costs relating to a particular activity are allocated directly, others are apportioned on an appropriate basis.

Financial instruments

A financial asset or a financial liability is recognised only when the entity becomes a party to the contractual provisions of the instrument.

Basic financial instruments are initially recognised at the amount receivable or payable including any related transaction costs, unless the arrangement constitutes a financing transaction, where it is recognised at the present value of the future payments discounted at a market rate of interest for a similar debt instrument.

Current assets and current liabilities are subsequently measured at the cash or other consideration expected to be paid or received and not discounted.

4. Limited by guarantee

The charity is a company limited by guarantee and has no share capital. The liability of each member in the event of winding up is limited to an amount not exceeding £1.

St Crispin's Out of School Care Association Limited

Company Limited by Guarantee

Notes to the Financial Statements *(continued)*

Year ended 30 September 2021

5. Donations and legacies

	Unrestricted Funds £	Restricted Funds £	Total Funds 2021 £
Donations			
Parental contributions	8,212	—	8,212
Grants			
Grants	—	45,250	45,250
Job retention scheme grant	—	3,281	3,281
	<u>8,212</u>	<u>48,531</u>	<u>56,743</u>
	Unrestricted Funds £	Restricted Funds £	Total Funds 2020 £
Donations			
Parental contributions	8,732	—	8,732
Grants			
Grants	—	77,784	77,784
Job retention scheme grant	—	—	—
	<u>8,732</u>	<u>77,784</u>	<u>86,516</u>

6. Investment income

	Unrestricted Funds £	Total Funds 2021 £	Unrestricted Funds £	Total Funds 2020 £
Bank interest receivable	<u>6</u>	<u>6</u>	<u>13</u>	<u>13</u>

St Crispin's Out of School Care Association Limited

Company Limited by Guarantee

Notes to the Financial Statements (continued)

Year ended 30 September 2021

7. Expenditure on charitable activities by fund type

	Unrestricted Funds £	Restricted Funds £	Total Funds 2021 £
Out of school care	5,614	62,516	68,130
Support costs	2,697	—	2,697
	<u>8,311</u>	<u>62,516</u>	<u>70,827</u>

	Unrestricted Funds £	Restricted Funds £	Total Funds 2020 £
Out of school care	3,577	56,165	59,742
Support costs	2,510	—	2,510
	<u>6,087</u>	<u>56,165</u>	<u>62,252</u>

8. Expenditure on charitable activities by activity type

	Activities undertaken directly £	Support costs £	Total funds 2021 £	Total fund 2020 £
Out of school care	68,130	—	68,130	59,742
Governance costs	—	2,697	2,697	2,510
	<u>68,130</u>	<u>2,697</u>	<u>70,827</u>	<u>62,252</u>

9. Independent examination fees

	2021 £	2020 £
Fees payable to the independent examiner for:		
Independent examination of the financial statements	<u>1,620</u>	<u>1,620</u>

10. Staff costs

The average head count of employees during the year was 13 (2020: 13).

No employee received employee benefits of more than £60,000 during the year (2020: Nil).

St Crispin's Out of School Care Association Limited

Company Limited by Guarantee

Notes to the Financial Statements *(continued)*

Year ended 30 September 2021

11. Trustee remuneration and expenses

The charity trustees all give freely of their time and expertise without any form of remuneration or other benefit in cash or in kind (2019: nil).

No expenses were paid to trustees during the year (2019: £nil).

12. Debtors

	2021	2020
	£	£
Trade debtors	84	1,392

13. Creditors: amounts falling due within one year

	2021	2020
	£	£
Accruals and deferred income	5,536	1,620

14. Analysis of charitable funds

Unrestricted funds

	At 1 Oct 2020	Income	Expenditure	At 30 Sep 2021
	£	£	£	£
Unrestricted Fund	32,163	8,218	(8,311)	32,070

	At 1 Oct 2019	Income	Expenditure	At 30 Sep 2020
	£	£	£	£
Unrestricted Fund	29,505	8,745	(6,087)	32,163

St Crispin's Out of School Care Association Limited

Company Limited by Guarantee

Notes to the Financial Statements *(continued)*

Year ended 30 September 2021

14. Analysis of charitable funds *(continued)*

Restricted funds

	At 1 Oct 2020 £	Income £	Expenditure £	At 30 Sep 2021 £
BBC Children in Need	—	—	—	—
Derek Stewart Charitable Trust	10,000	10,000	(10,729)	9,271
The Robertson Trust	—	15,000	(15,000)	—
Corra Foundation	—	—	—	—
KPE	20,000	20,000	(20,000)	20,000
Bank of Scotland	13,256	250	(13,506)	—
EBA	—	—	—	—
Job retention scheme	—	3,281	(3,281)	—
	<u>43,256</u>	<u>48,531</u>	<u>(62,516)</u>	<u>29,271</u>

	At 1 Oct 2019 £	Income £	Expenditure £	At 30 Sep 2020 £
BBC Children in Need	5,851	—	(5,851)	—
Derek Stewart Charitable Trust	10,000	10,000	(10,000)	10,000
The Robertson Trust	—	15,000	(15,000)	—
Corra Foundation	4,000	—	(4,000)	—
KPE	—	40,000	(20,000)	20,000
Bank of Scotland	1,786	12,284	(814)	13,256
EBA	—	500	(500)	—
Job retention scheme	—	—	—	—
	<u>21,637</u>	<u>77,784</u>	<u>(56,165)</u>	<u>43,256</u>

All restricted funding covers staff salaries

St Crispin's Out of School Care Association Limited

Company Limited by Guarantee

Management Information

Year ended 30 September 2021

The following pages do not form part of the financial statements.

St Crispin's Out of School Care Association Limited

Company Limited by Guarantee

Notes to the Financial Statements *(continued)*

Year ended 30 September 2021

15. Analysis of net assets between funds

	Unrestricted Funds £	Restricted Funds £	Total Funds 2021 £
Current assets	34,385	32,492	66,877
Creditors less than 1 year	(2,315)	(3,221)	(5,536)
Net assets	<u>32,070</u>	<u>29,271</u>	<u>61,341</u>

	Unrestricted Funds £	Restricted Funds £	Total Funds 2020 £
Current assets	33,783	43,256	77,039
Creditors less than 1 year	(1,620)	—	(1,620)
Net assets	<u>32,163</u>	<u>43,256</u>	<u>75,419</u>