

**TRUSTEES REPORT & FINANCIAL STATEMENTS
FOR THE PERIOD ENDED 31 MARCH 2013**

FOR



SKIPTON EXTENDED LEARNING FOR ALL

REGISTERED CHARITY NUMBER: 1124020

SKIPTON EXTENDED LEARNING FOR ALL

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FOR THE PERIOD ENDED 31 MARCH 2013**

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SKIPTON EXTENDED LEARNING FOR ALL

TRUSTEES: E Woodthorpe Chairperson
J Gibbins Secretary
S Bennett Treasurer
N Wright
L Webster
H Nicholson

ADDRESS: Christ Church C.E.V.C Primary School
Craven Street
Skipton
North Yorkshire
BD23 2AP

CHARITY NUMBER: 1124020

ACCOUNTANT: Mr I Pollitt

BANK: National Westminster Bank Plc
Exchange Buildings
88 High Street
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North Yorkshire
BD23 1JL



SKIPTON EXTENDED LEARNING FOR ALL

REPORT OF THE TRUSTEES FOR THE PERIOD ENDED 31 MARCH 2013

The trustees are pleased to present their report together with the financial statements of the charity for the period ending 31 March 2013.

The directors of the charity are its trustees for the purpose of the charity law and throughout this report are collectively referred to as the Trustees.

Structure, Governance and Management

Governing Document

Model Constitution for Charitable Unincorporated Associations adopted 2 May 2007, updated 16th May 2012.

Recruitment and Appointment of Trustees

The charity in a general meeting shall elect the officers and other trustees, the trustees may appoint any person who is willing to act as trustee, they may also appoint trustees to act as officers. No one may be elected a trustee or officer at any annual meeting unless prior to the meeting the charity is given a notice that:

- (1) is signed by a member entitled to vote at the meeting
- (2) states the members intention to propose the appointment of a person as a trustee or as an officer
- (3) is signed by the person who is to be proposed to show his/her willingness to be appointed.

Trustees Induction and Training

New trustees will attend an initial meeting where they will be provided with a full report on the charities activities and what their roles and responsibilities are as trustees of the charity. Trustees are encouraged to call meetings of trustees whenever they feel it is necessary to discuss any issues that arise.

The trustees will be invited to termly meetings to discuss progress made and future plans.

Risk Management

These issues will be raised at the termly meetings. Any potential risk that has been identified will be addressed and a procedure/system put in place to mitigate that risk.

Objectives and Activities

Skipton Extended Learning for all is a children's charity.

We work with schools and community organisations to reduce isolation and increase social inclusion of vulnerable, disadvantaged and disabled children in Skipton and Craven.

The objectives of the charity are:

To advance the education of young people and the wider communities of Skipton and Skipton's rurally isolated and less privileged areas, particularly through leisure time activities so as to develop their physical, mental, social, moral and spiritual capacities so that they may grow to full maturity as individuals and members of society.

The main objectives for the year were to:

- To run our Ofsted registered Holiday Childcare "Skipton Holiday Club"
- To provide a range of tailored after school clubs
- To deliver inclusive holiday workshops
- To fund out of school and holiday activities
- Increase participation in our Holiday Club and Holiday Activities.
- Provide specialist targeted after-school clubs and residential trips for disadvantaged children

The activities we have been able to provide have, once again, been hugely successful.



Achievements and Performance

Over the last year SELFA has provided over 3000 hours of holiday childcare; a third of children who accessed our holiday club came from a disadvantaged background and did so free of charge.

We delivered 28 inclusive workshops including African drumming, cheerleading, ultimate frisbee and graffiti art.

27 disabled children went on a residential holiday and we organised 8 trips for over 50 disadvantaged children.

We have set up 5 specialist after-school sports clubs for over 85 children and provided transport for 45 rurally isolated children, enabling them to attend holiday activities.

The charity has maintained the level of income generated within the financial year and turnover has also been sustained, ensuring that the charity has recovered all costs.

Highlights of the year include:

- * We have set up a specialist after-school club for children with autism to help develop social skills called 'Ausome Club' which runs on a Tuesday afternoon.
- * We received £6,000 from The Trusthouse Foundation to deliver holiday activities including transport for disabled and disadvantaged children & young people
- * We have increased the number of staff we have in post and now employ a permanent Holiday Club Leader and Sports Coach.
- * We have worked closely with the Community Cohesion officer and the Youth Service to set up and support an Asian Girl's Group on a Friday evening.
- * We increased the overall number of disabled children who attend our holiday club to 30% of the total children who attend the provision.
- * We were successful in our applications to Lloyds TSB Foundation and Children in Need to fund the salary costs of the SELFA Co-ordinator and our support staff, this brings in a total of £20,000 into the charity each year over two years.



Financial Review - Income

During the year we have received a number of grants from Charitable Trusts including The Act Foundation, Yorkshire Building Society Charitable Trust, The Garfield Weston Foundation, North Yorkshire Police, Zurich Community Trust and Skipton Building Society Charitable Foundation; as well as donations from The Gertrude Beasley Charitable Trust, The Denton Charitable Trust, Skipton Mechanics Institute and Skipton Gala. This has helped us to generate 60% of our income.

These grants have helped us to provide a great deal of support to the most vulnerable children in Skipton and Craven. Through the current Action and Fundraising Plans we have set targets for 2013/14 and the Trustees will agree these targets at the AGM.

Our principle funder this year was Children in Need who contributed towards 12% of our total income. We have received less income this year from North Yorkshire County Council directly: Children's Social Care, the Disabled Children's Team and the Early Intervention Team. This totalled 13% of our income for the year, compared to 28% last year. However we now receive 5% of the pupil premium funding directly from some of the local schools which is a new source of revenue and equates to 4.5% of our total income.

We also generated 16% of our income from fees for our Holiday Club and received 6% from donations which includes voluntary contributions from parents whose children access our service and fundraising from sponsored events. This is a significant area of growth for the charity as we become more well-known within the local area.

Financial Review – Expenditure

One of the main areas of expenditure has been related to the delivery of our Holiday Club (29%), which runs for 11 weeks of the school holidays, ten hours a day which totals for 550 hours of childcare throughout the year. The costs have included the staff who work at the club as well as resources, relief Play Workers and one-to-one support staff for disabled children. We keep rent to a minimum, as many schools let us use their venues free of charge, and we have been able to purchase new resources through income generated and grants received.

We also employed a permanent part-time Sport Coach to run targeted after-school and holiday clubs and have purchased a range of resources to support her in the clubs she delivers.

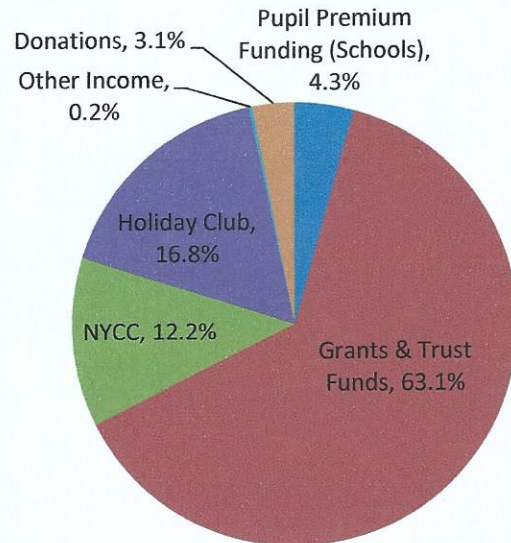
Running costs include all the resources which are required for the day-to-day running of SELFA, and staff costs include the part-time salaries of the Co-ordinator, Holiday Club Manager, Sports Coach and Administrative Assistants. SELFA has 5 permanent part-time employees delivering services and over 10 staff who work in our after-school and holiday clubs.

Residential trips and holidays for vulnerable, disadvantaged and disabled children have attributed to 12% of our total expenditure for the year, with workshops and activities making up a further 10%.

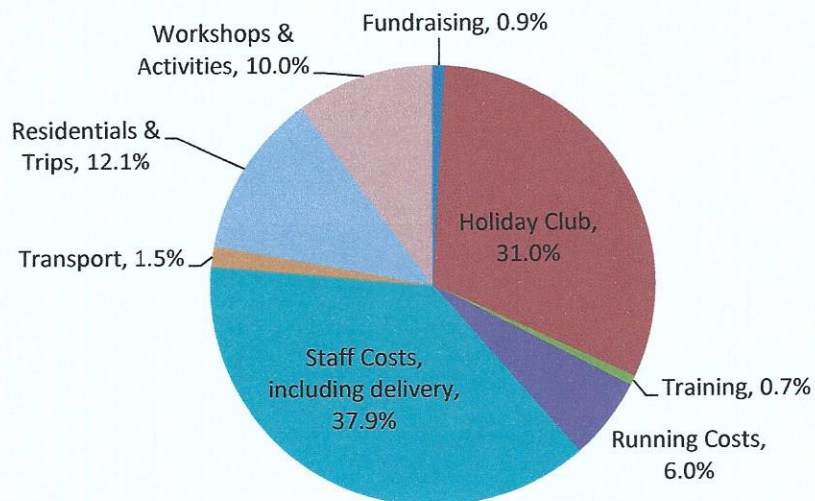
Transport costs have been low, due to difficulties in sourcing funding for support in this area. Demand always outstrips what we can supply, and we are constantly seeking funding to help overcome this barrier.

We keep overheads to an absolute minimum and fundraising costs are less than 1% of our total turnover.

Income



Expenditure



Plans for the Future

SELFA works to a 3 year funding strategy based on applying for grants from a range of local, regional and national sources, an on-going contract with the local authority, and income generated from our Ofsted Registered Holiday Club.

The Charity Account currently has had an average bank balance of £25,000 at any one time over the last 12 months, of which one-third was unrestricted funding. The unrestricted funds are from donations received, fundraising and income from our holiday club.

Our financial target is to raise £105,500 for 2013/14. We need to raise income of £8,790 a month to secure the future of SELFA long-term.

The more funding we can secure, the better the provision we can offer to families.

Assets

The resources the charity holds are held in storage at the Snaygill Centre and Aireville School when not in use where they are secure and insured. These resources will remain the property of the charity.

Policies

The charity has developed a range of new policies over the last 12 months to ensure compliance with Ofsted including Child Protection & Safeguarding, Working with Vulnerable Adults, Health & Safety, Equal Opportunities, Financial Management, Inclusion & Accessibility and Education.

Reserves

The charity's reserves policy explains that as we apply for grants for specific projects, the grant should cover the full cost of the project. However, should there be any unforeseen expenses or complications with a project and the need to cover annual expenses e.g. redundancy payments, we believe a small level of reserves is justified. We have set this at £3,500 for 2013.

The current reserves are £2,500

If the charity's bank balance goes below £7,500, this will trigger the 3-month process of winding up the charity.

The charity does not make investments.

Responsibilities of the Trustees

The Trustees prepare financial statements for each financial year which give a true and fair view of the state of the affairs of the charity including the balance sheet to-date and the charity's incoming resources and application of resources; including income and expenditure, for the financial year. In preparing those financial statements, the Trustees follow best practice and:

- * select suitable accounting policies and then apply them consistently;
- * make judgments and estimates that are reasonable and prudent and;
- * prepare the financial statements on the going concern basis unless it is inappropriate to assume that the charity will continue on that basis.

The Trustees are responsible for maintaining proper accounting records which disclose with reasonable accuracy at any time the financial position of the charity and to enable them to ensure that the financial statements comply with the Charity Commission's requirements. The Trustees 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.

The Trustees who served during the year and up to the date of this report are set out on page 1.

ON BEHALF OF THE TRUSTEES

E Woodhouse CHAIR OF TRUSTEES 13th June 13 DATE



SKIPTON EXTENDED LEARNING FOR ALL
STATEMENT OF FINANCIAL ACTIVITIES (Including Income and Expenditure Account)
FOR PERIOD ENDED 31 MARCH 2013

A) RECEIPTS AND PAYMENTS

	Unrestricted funds £	Restricted funds £	Total funds £	Last year £
Balance as at 1st April 2012	10,982	16,984	27,966	38,464
Income				
North Yorkshire County Council				
<i>Disabled Children's Team</i>	9,791	-	9,791	
<i>Early Intervention Team</i>	1,164	-	1,164	
<i>Youth Service</i>	450	-	450	
<i>Skipton Children's Centre</i>	-	175	175	
Holiday Club Income	15,946	-	15,946	
Consultancy	225	-	225	
Pupil Premium	4,088	-	4,088	
Donations	2,904	-	2,904	
Sundry Income	232	-	232	
Grants	8,150	51,742	59,892	
	42,950	51,917	94,867	82,294
Expenditure				
Holiday Club				
<i>Leaders & Support Staff</i>	261	26,785	27,046	
<i>Resources</i>	1,811	891	2,702	
Residentials & Holidays	2,142	9,490	11,632	
Workshops & Activities	547	8,616	9,163	
Staff Costs				
<i>Gross Salaries</i>	15,233	10,956	26,189	
<i>Pensions</i>	6,396	-	6,396	
<i>HMRC PAYE/NI</i>	3,715	-	3,715	
Equipment	1,065	1,631	2,696	
Transport & Travel	676	777	1,453	
Miscellaneous	105	-	105	
Fundraising	818	-	818	
Insurance	866	-	866	
Printing & Stationery	425	645	1,070	
Training	716	-	716	
Telephone/Internet	583	-	583	
Postage	233	-	233	
Venue Hire	-	292	292	
Gifts	190	-	190	
	35,782	60,083	95,865	92,792
Balance as at 31st March 2013	18,150	8,818	26,968	27,966

B) STATEMENT OF ASSETS AND LIABILITIES AT THE END OF THE PERIOD

	£	£
Cash funds		
Bank balance	24,398	26,481
Reserve Account	2,501	1,485
Petty Cash	69	-
	26,968	27,966
Liabilities		
Accrued costs	6,324	5,149

SKIPTON EXTENDED LEARNING FOR ALL
INDEPENDENT EXAMINER'S REPORT ON THE ACCOUNTS
FOR THE PERIOD ENDED 31 MARCH 2013

Report to the Trustees of Skipton Extended Learning for All on accounts for the period ended 31 March 2013 set out on page 11.

Respective responsibilities of trustees and examiner

The charities trustees consider that an audit is not required for this period (under section 43(2) of the Charities Act 1993 (the Act), as amended by s.38 of the Charities Act 2006) and that an independent examination is needed.

It is my responsibility to:

- * examine the accounts (under section 43 of the Act, as amended);
- * to follow the procedures laid down in the General Directions given by the Charity Commission (under section 43(7)(b) of the Act, as amended); and
- * to state whether particular matters have come to my attention.

Basis of Independent examiner's statement

My examination was carried out in accordance with General Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the Charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from the Trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently I do not express an audit opinion on the accounts.

Independent examiner's statement

In the course of my examination, no matter has come to my attention:

- * which gives me reasonable cause to believe that in, any material respect, the trustees have not met the requirements to ensure that:
 - proper accounting records are kept (in accordance with section 41 of the Act); and
 - accounts are prepared which agree with the accounting records and comply with the accounting requirements of the Act; and
- * to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.



Ian Pollitt ACA
10 Rockwood Drive
Skipton
BD23 1NF

Chartered Accountant