**Treasurer’s Report**

**Springfield Out of School Care Club AGM – May 2014**

The accounts presented overleaf are a draft version at this stage, but they give a good idea of the state of the Club’s finances. The bottom-line shows that the Club made a loss of almost £16,000 for the financial year 2013-14. However the bulk of this was our £10,000 donation to Springfield Primary School agreed at last year’s AGM, and the remainder is due to our increased wage bill and expenditure on activities. Our closing bank balance for the year was £47,632, which is still healthy but should no longer be viewed as excessive by the charity regulator OSCR.

Income has increased dramatically, up 23% from last year to £80,685 as a result of our decision to increase the capacity of the Club. Our wage bill has also increased by 32%, partly as a result of employing more staff but also because of the pay rises involved in bringing staff salaries in line with the Scottish Joint Council local authority pay scales. Expenditure on children’s equipment and activities is up almost £1,900 from last year, although much of this appears as “Sundry expenses” at the moment. We have also spent an extra £1,090 in “Professional fees” buying in a finance system and upgrading our website.

A major part of my job this year has been to introduce the new finance system which has replaced our old collection of spreadsheets. The spreadsheets did not keep track of parents’ outstanding balances and so people were able to run up large bills without being aware of it. The new system brings together children’s attendance and parents’ payments, and generates bills that reflect both of these. There were issues reconciling closing balances from the old system but these have all been dealt with and the new system is running smoothly now. One thing to bear in mind is that, due to the monthly bank statements, payments must reach the Club account by the 15th for them to appear on that month’s bill.

As a Committee we have also taken some actions to simplify payments. The cost of the holiday club has been increased to £25 per day, which includes the cost of any outings so there is no need to pay an additional £5 on the day. Registration fees will now be collected automatically via the billing system, with a £5 discount for those parents who sign up at the AGM. Apart from these changes, we have decided to keep the Club fees fixed at £3.20 per hour for 2014-15.

Finally, I have now served my two years as Treasurer of the Club and so I am now required to stand down. I would like to thank my fellow Committee members for their support and Helen for all her hard work as we have tried to improve the financial running of the Club. May I also thank all the parents for their patience in dealing with issues that arose as we migrated their accounts.

Hopefully the role of Treasurer is now a lot less onerous than it once was, and so my successor will have more time to devote to budgeting and planning for the future.

Paul Hammond, Treasurer

**Springfield Out of School Care Club – Budget and Actual Accounts**

**Financial Year 2012/13 – Draft Version**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  |  |  | **Budgeted** |  | **Actual** |  | **Actual** |
| **INCOME** |  |  | **2014** |  | **2014** |  | **2013** |
|  |  |  | **£** |  | **£** |  | **£** |
| Bookings |  |  | **67003.79** |  | **79699.86** |  | **63813.13** |
| Registration Fees | |  |  |  | **810.00** |  | **1150.00** |
| Parental Contributions | |  | **892.50** |  | **175.00** |  | **850.00** |
|  |  |  | **67896.00** |  | **80685.00** |  | **65813.00** |
|  |  |  |  |  |  |  |  |
| Gift Aid |  |  |  |  | **0.00** |  | **0.00** |
|  |  |  | **67896.00** |  | **80685.00** |  | **65813.00** |
|  |  |  |  |  |  |  |  |
| **GRANTS** |  |  |  |  |  |  |  |
| Grant Income | |  | **0.00** |  | **0.00** |  | **0.00** |
|  |  |  |  |  |  |  |  |
| **TOTAL INCOME** | |  | **67896.00** |  | **80685.00** |  | **65813.00** |
|  |  |  |  |  |  |  |  |
| **GENERAL EXPENDITURE** | |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
| Wages & National Insurance | |  | **53820.37** |  | **68728.31** |  | **52252.79** |
| Food/craft |  |  | **2591.51** |  | **441.72** |  | **2516.03** |
| Equipment purchase | |  | **3134.11** |  | **2294.82** |  | **3042.83** |
| Training |  |  | **49.44** |  | **224.00** |  | **48.00** |
| Insurance |  |  | **464.65** |  | **422.62** |  | **451.12** |
| Outings |  |  | **1839.88** |  | **393.45** |  | **1786.29** |
| Transport |  |  | **1619.47** |  | **3362.30** |  | **1572.30** |
| Hire of equipment | |  | **285.70** |  | **70.00** |  | **277.38** |
| Telephone |  |  | **0.00** |  | **0.00** |  | **0.00** |
| Printing, stationery and postage | | | **214.16** |  | **48.97** |  | **207.92** |
| Sundry expenses | |  | **3556.27** |  | **7994.00** |  | **3452.69** |
| Subscriptions | |  | **272.85** |  | **0.00** |  | **264.90** |
| Inspection fees | |  | **17.51** |  | **0.00** |  | **17.00** |
| Professional fees | |  | **1244.65** |  | **2298.28** |  | **1208.40** |
| Advertising | |  |  |  | **0.00** |  | **0.00** |
| Bank charges | |  | **0.00** |  | **0.00** |  | **0.00** |
| Staff checks | |  | **200.85** |  | **158.00** |  | **195.00** |
|  |  |  | **69311.43** |  | **86436.47** |  | **67292.65** |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
| Grant Expenditure | |  | **0.00** |  | **0.00** |  | **0.00** |
| Audit |  |  |  |  | **0.00** |  | **0.00** |
| Dispersal |  |  | **0.00** |  | **10221.78** |  | **0.00** |
|  |  |  | **69311.43** |  | **96658.25** |  | **67292.65** |
|  |  |  |  |  |  |  |  |
| **Purchase of Fixed Assets** | |  | **0.00** |  | **0.00** |  | **0.00** |
|  |  |  |  |  |  |  |  |
| **TOTAL EXPENDITURE** | |  | **69311.43** |  | **96658.25** |  | **67292.65** |