Company Registration No: 307213

UPSTAIRS KIDS KLUB

COMPANY LIMITED BY GUARANTEE
FINANCIAL STATEMENTS
FOR THE YEAR ENDED
20TH AUGUST 2008

Charity Number : SCO29588

FRIDAY
SJJPIAGR
SCT 05/06/2009 562
COMPANIES HOUSE

UPSTAIRS KIDS KLUB (Limited by Guarantee)
FINANCIAL STATEMENTS FOR THE YEAR ENDED
20TH AUGUST 2008

CONTENTS

PAGES	1	Company Information
	2	Office Bearers
	3 to 6	Report of the Directors
	7	Auditor's Report to the Members
	8	Income and Expenditure Account
	9	Balance Sheet
	10 to 11	Notes to the Financial Statements

UPSTAIRS KIDS KLUB (Limited by Guarantee)
COMPANY INFORMATION
FOR THE YEAR ENDED 20TH AUGUST 2008

Address	1-15 Main Street Cambuslang Glasgow G72 7EX
Registered Office	1-15 Main Street Cambuslang Glasgow G72 7EX
Company Registration No	307213
Scottish Charity Registration No	SCO29588
Independent Examiner	Kristina Bowie FCCA 18 Ledi Road Glasgow G43 2AJ

Upstairs Kids Klub
(Company Limited by Guarantee)
Office Bearers
for the Year Ended 20 August 2008

Chairperson	Elaine Eardley
Treasurer	Jean Cloughley
Directors	Patricia Kennedy Elaine Eardley Jean Cloughley
Company Secretary	Patricia Kennedy

Upstairs Kids Klub
Report of the Directors
For the Year Ended 20 August 2008

The Directors hereby present their report to be included with the financial statements and accounts for the year ended 20 August 2008.

1. Principal Activity

The principal activity of the company in the year under review was to provide the care and education of children, through play and learning within a safe environment and promote the objective of improving their condition of life.

2. Company Status

Upstairs Kids Klub is a company limited by Guarantee, incorporated in Scotland (registration number 307213), and is also a charity recognised by the Inland Revenue (Charity number SC029588). It is governed by a Memorandum and Articles which sets out the process of appointing directors.

3. Directors and Trustees

The directors who are also trustees of the charity at 20 August 2008 were:

- Elaine Eardley (chairperson)
- Jean Cloughley (treasurer)
- Patricia Kennedy (company secretary)

4. Organisation

Originally the group was formed by a group of local people during 1997 as an Out Of school Care service. In 2000 the group merged with a local playgroup to provide pre-school education sessions as well as the Out Of School Service, this ensured the sustainability of both services for the benefit of the families and the community.

In January 2006 the group then merged with another out of school service which was part of our vision for the future expansion of the service. Finally in October 2006 the group moved to new premises thus allowing the establishment of full day care for the 0 – 5 year's age group. This supports the employability prospects of local families.

The new company was formed on 20th August 2006, having three Directors who are all parents of children who attend the service.

The Board of Directors meets monthly to discuss the company's work.

5. Staff Development

The original staff team before expansion was 2 Managers and 10 part-time staff. We now have 2 Managers, 2 Supervisors (1 full-time and 1 part-time), 7 full-time practitioners and 12 part-time practitioners.

6. Mission Statement

The Mission statement of the company is:

"Upstairs Kids Klub strives to provide the care and education of children, through play and learning within a safe environment and promotes the objective of improving their conditions of life. We will promote the dignity, privacy, choice, safety, potential and diversity of all users and staff of the club."

7. Objectives

The main objectives of the company are to:

- Continue to provide high quality childcare
- Raise our profile within the community
- Secure appropriate levels of funding and finance
- Provide for continuous professional development for staff and management

8. Activities and Achievements

The Upstairs Kids Klub is on target to meet the company's objectives as outlined above. The following is a list of some of our objectives that were met:

Continue to provide high quality childcare

- All staff are qualified in line with Care Commission standards
- Resources are updated and developed on an ongoing basis
- The individual needs of children are met through staff observations , planning and portfolio building
- Children are provided with a wide range of experiences in line with the local and curriculum guidelines.

Raise our profile within the community

- We network through South Lanarkshire Childcare partnership and Cambuslang/Rutherglen After School Care network
- Distribute annual report to relevant stakeholders

Secure appropriate levels of funding and finance

- Generate income from fees
- Offer childcare at affordable and competitive rates
- Apply for funding from grant giving bodies for specific projects

Provide for continuous professional development for staff and management

- Ensure staff are eligible to register with SSSC
- Provide Appraisal/Personal development plans for all staff
- Revisit roles and responsibilities of staff and management
- Provide opportunities for all staff to advance education/qualifications

9. Financial Position

The exact position of the company is set out in the attached accounts, however in general this second year has seen the establishment of the Company on a very sound financial footing. It should be noted that the rent charged in the first year was a reduced rate to allow for further development of the newly combined childcare provision.

No remuneration is paid to the directors as detailed on page 2.

Statement of Risk
During the year, as part of an ongoing general review of the organisation's activities, a detailed examination of the major risks to which the organisation may be exposed, was undertaken. Those risks, as highlighted by the Directors, have been reviewed and systems have been established to mitigate them.

Reserves Policy
The Directors closely monitor the Charity's finances, with the agreed policy objectives of securing the future of the charity by trying to establish a working reserve to provide at least three months full operational costs.

Upstairs Kids Klub
(Limited by Guarantee)
Report of the Directors (continued)
For the Year Ended 20 August 2008

Statement of Directors Responsibilities

Company Law requires the directors to prepare financial statements for each financial year which *give a true and fair view of the state of affairs of the charity as at the end of the financial year and* of a surplus or deficit of the charity for that period. In preparing those financial statements, the directors are required to select suitable accounting policies and apply them consistently, make judgements and estimates that are reasonable and prudent and prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in *business.*

The Directors are responsible for keeping 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 Companies act 1985. They are also responsible for safeguarding the assets of the Charity and hence taking steps for the prevention and detection of fraud and other irregularities.

This report has been prepared in accordance with the Statement of Recommended Practice: Accounting and reporting by Charities (issued in March 2005) and in accordance with the special *provisions of part VII of the Companies Act 1985 relating to small entities.*

Registered Office: 1-15 Main Street
Cambuslang
Glasgow
G72 7 EX

Signed by order of the Directors

Company ~~Secretary~~

Approved by the Directors on 27-05-09

Upstairs Kids Klub
Company Limited by Guarantee
Audit Report To The Members
For the Year Ended 20 August 2008

I report on the audited accounts of the charity for the period 21 August 2007 to 20 August 2008 set out on pages 8 to 11. These financial statements have been prepared in accordance with the financial reporting standards and comply with Regulation 8 dealing with accrued accounts, under the historical cost convention and the accounting policies set out therein.

Respective Responsibilities of Directors and the Auditor
As described on page 6 the Company's Directors are responsible for the preparation of the financial statements, and it is the responsibility of the auditor to carry out procedures designed to enable him to form an opinion on whether the accounts give a true and fair view of the financial affairs of the Upstairs Kids Klub as at 20 August 2008.

Basis of Auditor's Report
This report includes an independent examination and 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 you as Directors concerning such matters. The procedures undertaken and any investigations that are necessary are to provide all the evidence that would be required in an audit, and consequently to express an audit opinion in the view given by the accounts. This report is carried out under section 44(1) (c) of the Charities and Trustee Investment (Scotland) Act 2005. The auditor is a member of the Association of Chartered Certified Accountants and is therefore eligible to act as an auditor in terms of section 25 of the Companies Act 1989.

Opinion
In our opinion:

a) The financial statements are in agreement with the accounting records kept by the company under Section 221 of the Companies act 1985;

b) having regard only to, and of the basis of, the information contained in those accounting records;
   i) the financial statements have been drawn up in a manner consistent with the accounting requirements specified in Section 249C(6) of the Act; and
   ii) the statement of account complies with Regulation 8 dealing with accrued accounts and gives a true and fair view of the financial affairs of the Upstairs Kids Klub at 20th August 2008, and of the incoming resources and their application in that financial year.

Kristina Bowie FCCA
18 Ledi Road
Newlands
Glasgow
G43 2AJ

Dated: 17 May 2009

UPSTAIRS KIDS KLUB

INCOME AND EXPENDITURE ACCOUNT

Incorporating Statement Of Financial Activities

FOR THE YEAR ENDED 20TH AUGUST 2008

		2008		2007
Income	£	£	£	£
Grants -				
- SLC (Project Development)		0		15000
- Other Grants		3210		0
- Awards for All (Capital Equip) (Note 5)		786		9202
- NCH (Nursery Milk)		1621		1564
- Big Lottery Fund (Note 5)		4705		17768
- Job Rotation		0		4156
- Wages Subsidy (DWP)		80		960
Fundraising Income (Note 4)		7,510		2,113
Childcare P/Ship Nursery Fees From SLC		56,356		44,843
Fees & Registration Chrges - From Parents		281,122		194,105
Bank Interest		1,837		552
Donations & Sundry Income		865		273
Total incoming resources		358092		290536
Resources expended				
Wages and Salaries	244,595		187,466	
Rent and Insurance	33,368		15,772	
Lottery Expenditure	1,354		1,262	
Telephone	986		935	
Postage,Stationery and Advertising	3,935		1,967	
Mini Bus	3,258		2,669	
Excursion Costs	2,235		378	
Snack Catering and Hospitality	11,157		7,220	
Depreciation	4,450		0	
Activity and Educational Materials	3,656		14,436	
Staff Uniforms	1,544		1,821	
Accountancy Fee	760		755	
Repairs and Renewals	2,356		2,302	
General Expenses	1,901		1,467	
Professional Fees	430		1,402	
Payroll Processing Costs	106		358	
Toys and Equipment	9,082		12,477	
Training	987		3,303	
Total resources expended		326,161		255,990

Excess Income over expenditure	31,931	34,546
Total funds brought forward	51,867	17,321
Total funds carried forward	83,798	51,867

All funds carried forward are unrestricted

UPSTAIRS KIDS KLUB
COMPANY LIMITED BY GUARANTEE
BALANCE SHEET
AS AT 20TH AUGUST 2008

Fixed Assets	£	£	£	£
Mini Bus Added during Year	10,000			
Less : Depreciation	2,500	7,500		-
Fittings & Equipment Added during Year	12,996			
Less : Depreciation	1,950	11,046		-
Current Assets				
Cash at bank and in hand	58,284		57,001	
Debtors and Prepaid Charges	14,504		6,579	
		72,788		63,580
Current Liabilities				
Accrued Charges	7,536		10,384	
Grants in advance (Note 4)	0		1,329	
		7,536		11,712
Total assets less current liabilities		83,798		51,867
Represented by : -				
Unrestricted funds		83,798		51,867
Balance as at 20th August 2008		83,798		

The Directors acknowledge their responsibilities for :

1) ensuring that the Charity keeps proper records which comply with section 221 2) of the Act and preparing financial statements which give a true and fair view of the state of affairs of the Charity as at the end of the financial year and of its profit or loss for the financial year in accordance with the requirements of section 226, and which otherwise comply with the requirements of the Act relating to financial statements, so far as applicable to the Charity.

These financial statements were approved and signed by the members of the Board on 27/05/09

Elaine Eardley Director

J Cleughley Director

The notes form part of these financial statements

Upstairs Kids Klub
Limited by Guarantee
Notes to the Financial Statements
For the Year Ended 20 August 2008

1) Accounting Policies

a) Basis of accounting
The financial statements have been prepared under the historical cost convention in accordance with the Companies Act 1985 and the statement of recommended practice: Accounting and Reporting for Charities issued in March 2005.

b) Fund accounting
Unrestricted funds are available for use at the discretion of the management committee and furtherance of the general objectives of the charity.

Designated funds are unrestricted funds earmarked by the management committee for particular purposes.

Restricted funds are subject to restrictions on their expenditure imposed by the donor

c) Incoming resources
All incoming resources are included in the statement of financial activities when the charity is entitled to the income and the amounts can be quantified with reasonable accuracy.

Investment interest is included when receivable.

d) Resources expenses
Expenditure is recognised on an accruals basis as the liabilities are incurred. Expenditure includes any VAT which cannot be recovered and is reported as part of the expenditure to which it relates.

e) Pensions
The company is registered to run a stakeholder Pension, but at present no staff member has contributed to it.

F) Fixed Assets
Assets are depreciated at rates to write them off over their useful life, with the Mini Bus at 25% straight line and Fittings and Fittings at 15% reducing balance.

2) No employee received emoluments in excess of £60,000.

Average number of employees in the year was 24. (2007 - 24 employees)

3) **Directors Remuneration**
No remuneration or expenses are paid to Directors.

No Director or other person related to the charity had any personal interest in any contract or transaction entered into by the charity during the year.

UPSTAIRS KIDS KLUB
COMPANY LIMITED BY GUARANTEE
BALANCE SHEET
AS AT 20TH AUGUST 2008

Note 4 Fundraising Income

This is income generated by the Parents to provide for the new Mini Bus purchased during the year.

Note 5

	Awards For All Capital Equipment	Lottery Grant	Total
Income	£	£	£
Grant Received	0	4162	4162
Unspent Grant b/fwd	786	543	1329
	786	4705	5491
Wages and Salaries	0	4368	4368
Travelling Expenses	0	60	60
Equipment and Educational Materials	786	0	786
Protective clothing	0	164	164
Training	0	113	113
	786	4705	5491
Excess Income over expenditure	0	0	0
Unspent Grants C/f	0	0	0