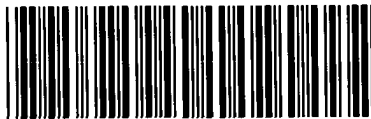


Registered Charity Number
SCO29588

Registered Company Number
SC307213

**Upstairs Kids Klub
Report and Accounts
For The Period Ended
31 July 2017**

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COMPANIES HOUSE

Upstairs Kids Klub
Report and accounts
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**Upstairs Kids Klub
Company Information**

Directors

Jean Cloughley
Elsa Morton (resigned 6 March 2017)
Anne-Marie Jack
Catherine Wilson
Colette Stephen
Agnes Tannahill

Accountants

Imperiam Limited
4 Myrtle Avenue
Lenzie
G66 4HP

Registered office

1-15 Main Street
Cambuslang
Glasgow
G72 7EX

Registered number

SCO29588

Upstairs Kids Klub

The report of the trustees for the year ended 31 July 2017

Introduction

The trustees present their annual report and accounts for the period ended 31st July 2017.

The board of trustees are satisfied with the performance of the charity during the period and the position at 31st July 2017 and consider that the charity is in a strong position to continue its activities during the coming year, and that the charity's assets are adequate to fulfil its obligations.

Name, registered office and constitution of the charity

The full name of the charity is Upstairs Kids Klub.

The legal registration details are :-

<i>Date of incorporation</i>	21st August 2006
<i>Company Registration Number</i>	SC307213
<i>The Registered Office is</i>	1-15 Main Street, Cambuslang, Glasgow, G72 7EX
<i>Charity Registration Number</i>	SCO29588
<i>The telephone number is</i>	0141 646 0069

Objectives and Activities of the Charity

A summary of the objects of the charity as set out in its governing document.

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

Public benefit that is provided by the charity

The main public benefits provided by the charity are:

- * the provision of affordable childcare
- * to allow parents to access work and further education

Upstairs Kids Klub

The report of the trustees for the year ended 31 July 2017

Achievements and Performance of the Charity

A review of charitable activities undertaken by the charity

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:

1. Continue to provide high quality childcare
 - * all staff are qualified in line with Scottish Social Services Council requirements
 - * 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 such as Curriculum for Excellence and Pre-Birth to 3
 - * children, young people, parents and carers
2. 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
3. Secure appropriate levels of funding and finance
 - * generate income from fees
 - * offer childcare at appropriate and competitive rates
 - * apply for funding from grant giving bodies for specific projects
4. Provide 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

Structure, Governance and Management

Nature of the Governing Document and constitution of the charity

The charity is constituted as a company limited by guarantee and is therefore governed by a memorandum and articles of association. The directors of the company are also trustees of the charity. Eligibility for membership of the charity, and membership of the board of trustees is governed by the memorandum and articles of association. There are no restrictions in the governing document on the operation of the charity or on its investment powers, other than those imposed by general charity law.

The methods adopted for the recruitment and appointment of new trustees

Election as a Director of the company entitles Trusteeship of the charity.

Upstairs Kids Klub

The report of the trustees for the year ended 31 July 2017

The major risks to which the charity is exposed and reviews and systems to mitigate risks

The trustees identify the major risks to which the charity is exposed each financial year when preparing and updating a strategic plan, in particular those related to the operations and finances of the charity. The trustees then review any major risks which have been identified, and establish systems to mitigate those risks. The charity is satisfied that the systems are in place to mitigate their exposure to the major risks which have been so identified and reviewed.

Financial Review

Policies on reserves

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.

Transactions and Financial position

The financial statements are set out on pages 9 to 13. The accounts are prepared under the Charities and Trustees Investment (Scotland) Act 2005 on the historical cost convention and in accordance with applicable accounting standards and the Statement Of Recommended Practice on accounting and reporting by charities (SORP) 2005.

The Statement of Financial Activities show net incoming resources for the year of £3,773 (prior year net outgoing £1,164).

The total reserves at the year end stand at £147,827 (prior year £144,054).

Specific changes in fixed assets

Changes in fixed assets are shown in detail in the notes to the accounts.

Share Capital

The company is limited by guarantee and therefore has no share capital

Upstairs Kids Klub

The report of the trustees for the year ended 31 July 2017

The members of the Board of Trustees of the Charity during the year ended 31st July 2017 were :-

Jean Cloughley
Elsa Morton (resigned 6 March 2017)
Anne-Marie Jack
Catherine Wilson
Colette Stephen
Agnes Tannahill

The members of the Board of Trustees of the Charity at the date the report and accounts were approved were:-

Jean Cloughley
Anne-Marie Jack
Catherine Wilson
Colette Stephen
Agnes Tannahill

Independent Examiner

Allan M Wardrope Bacc CA
Chartered Accountants
Imperiam Limited
4 Myrtle Avenue
Lenzie

Upstairs Kids Klub

The report of the trustees for the year ended 31 July 2017

Statement of Directors' and Trustees' Responsibilities

The Charities Acts and the Companies Acts require the Board of Trustees 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 the surplus or deficit of the charity. In preparing those financial statements the Board is required to :-

- select suitable accounting policies and then 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.
- state whether applicable accounting standards and statements of recommended practice have been followed, subject to any material departures disclosed and explained in the financial statements;

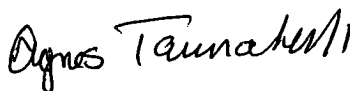
The Trustees are also responsible for maintaining adequate accounting records which disclose with reasonable accuracy at any time the financial position of the charity and which are sufficient to show and explain the charity's transactions and enable them to ensure that the financial statements comply with the Companies Act 2006 and comply with regulations made under the Charities Act. 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.

The trustees are also responsible for the contents of the trustees' report, and the responsibility of the independent examiner in relation to the trustees' report is limited to examining the report and ensuring that, on the face of the report, there are no inconsistencies with the figures disclosed in the financial statements.

Method of preparation of accounts

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

This report was approved by the board of trustees on 8 March 2018.



Agnes Tannahill
Director and Trustee

Upstairs Kids Klub
Independent Examiner's Report to the trustees of the charity

Report of the Independent Examiner to the trustees
on the accounts of the Charity for the period ended 31 July 2017

I report on the financial statements of the Charity on pages 9 to 13 for the period ended 31st July 2017 which have been prepared in accordance with the Charities and Trustee Investment (Scotland) Act 2005 (The 2005 Act) and the Charities Accounts (Scotland) Regulations 2006 (The 2006 Accounts Regulations) and with the Financial Reporting Standard for Smaller Entities (FRSSE), effective April 2008, as modified by the Statement of Recommended Practice for Accounting and Reporting, effective April 2005 as modified in May 2008. (The SORP), under the historical cost convention and the accounting policies set out on page 14.

Respective responsibilities of trustees and examiner

The Charity's trustees, who are also the directors of the company for the purposes of company law, are responsible for the preparation of the accounts in accordance with the terms of The 2005 Act and The 2006 Accounts Regulations.

The charity trustees consider that the audit requirement of Regulation 10(1) (a) to (c) The 2006 Accounts Regulations does not apply.

Having satisfied myself that the charity is not subject to audit under company or charity law, or otherwise, and is eligible for independent examination, it is my responsibility to examine the accounts as required under section 44(1) (c) of The 2005 Act and to state whether particular matters have come to my attention.

Basis of opinion and scope of work undertaken

I conducted my examination in accordance with Regulation 11 of The 2006 Accounts Regulations. 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 seeks 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 information supplied by the trustees in the course of the examination is not subjected to audit tests or enquiries, and consequently I do not express an audit opinion on the view given by the financial statements, and in particular, I express no opinion as to whether the financial statements give a true and fair view of the affairs of the charity, and my report is limited to the matters set out in the statement below.

I planned and performed our examination so as to satisfy myself that the objectives of the independent examination are achieved and before finalising the report I obtain written assurances from the trustees of all material matters.

Independent Examiner's Statement, report and opinion

Subject to the limitations upon the scope of my work as detailed above, in connection with my examination, I can confirm that, in the course of my examination, no matter has come to my

attention:-

1. Which gives me reasonable cause to believe that in any material respect the requirements:

- to keep accounting records in accordance with Section 44(1) (a) of the 2005 Act and Regulation 4 of the Accounts Regulations, and
- to prepare accounts which accord with the accounting records and comply with Regulation 8 of The Accounts Regulations have not been met, or

2. to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

I can also confirm that this is a report under section 44(1) (c) of The 2005 Act.



Allan M Wardrope BAcc CA

Chartered Accountants
Imperiam Limited
4 Myrtle Avenue
Lenzie
Glasgow
G66 4HP

The date upon which my opinion is expressed is :-
8 March 2018

Upstairs Kids Klub
Statement of Financial Activities
for the year ended 31 July 2017

	Unrestricted Funds	Restricted Funds	Total Funds	Last Year Total Funds
Notes	2017 £	2017 £	2017 £	2016 £
Incoming resources				
<i>Incoming resources from generated funds</i>				
Voluntary Income	499,544	-	499,544	475,976
Activities for generating funds	4,759	-	4,759	3,650
Investment Income	-	-	-	60
Total incoming resources	504,303	-	504,303	479,686
<i>Costs of charitable activities</i>	499,580	-	499,580	479,900
<i>Governance costs</i>	950	-	950	950
Total resources expended	500,530	-	500,530	480,850
Net incoming resources/(net outgoing resources) before transfers between funds	3,773	-	3,773	(1,164)
Gross transfers between funds	-	-	-	-
Net incoming resources/(net outgoing resources) before Other recognised gains and losses	3,773	-	3,773	(1,164)
Other recognised gains and losses				
Net movement in funds	3,773	-	3,773	(1,164)
Reconciliation of funds				
<i>Total funds brought forward</i>	144,054	-	144,054	145,218
Total Funds carried forward	147,827	-	147,827	144,054

The net movement in funds referred to above is the net incoming resources as defined in the Statement Of Recommended Practice on accounting and reporting by charities (SORP) 2005 and is reconciled to the total funds as shown in the Balance Sheet on page 12 as required by the said statement.

All activities derive from continuing operations

The notes on pages 14 to 17 form an integral part of these accounts.

Upstairs Kids Klub
Statement of Financial Activities
for the year ended 31 July 2017
Income and Expenditure Account as required by the Companies Act
for the year ended 31 July 2017

	2017 £	2016 £
Turnover	504,303	479,626
Direct costs of turnover	499,580	479,900
Gross surplus/(deficit)	<u>4,723</u>	<u>(274)</u>
Governance costs	950	950
Operating surplus/(deficit)	<u>3,773</u>	<u>(1,224)</u>
Interest receivable	-	60
Surplus/(deficit) on ordinary activities before tax	<u>3,773</u>	<u>(1,164)</u>
Surplus/(deficit) for the financial year	<u>3,773</u>	<u>(1,164)</u>
Gift Aid Payments	-	-
Retained surplus/(deficit) for the financial year	<u>3,773</u>	<u>(1,164)</u>

All activities derive from continuing operations

The notes on pages 14 to 17 form an integral part of these accounts.

Upstairs Kids Klub
Statement of Financial Activities
for the year ended 31 July 2017
Statement of Total Recognised Gains and Losses
for the year ended 31 July 2017

	2017 £	2016 £
Excess of Expenditure over income before realisation of assets	3,773	(1,164)
Loss per Profit and Loss account	3,773	(1,164)
Grants for the acquisition of fixed assets	-	-
Net Movement in funds before taxation	3,773	(1,164)

Movements in revenue and capital funds
for the year ended 31 July 2017

Revenue accumulated funds	Unrestricted Funds	Restricted Funds	Total Funds	Last year Total Funds
	2017 £	2017 £	2017 £	2016 £
Accumulated funds brought forward	144,054	-	144,054	145,218
Recognised gains and losses before transfers	3,773	-	3,773	(1,164)
	147,827	-	147,827	144,054
Closing revenue accumulated funds	147,827	-	147,827	144,054
			£	£

The notes on pages 14 to 17 form an integral part of these accounts.

Summary of funds	Designated Funds	Unrestricted Funds	Restricted Funds	Total Funds	Last Year Total Funds
	2017 £	2017 £	2017 £	2017 £	2016 £
Revenue accumulated funds	-	147,827	-	147,827	144,054
Total funds	-	147,827	-	147,827	144,054

The notes on pages 14 to 17 form an integral part of these accounts.

Upstairs Kids Klub
Company Number
Balance Sheet
as at 31 July 2017

SC307213

		2017 £	2016 £
Fixed Assets			
Intangible assets		-	-
Tangible assets	6	1,718	2,160
Total fixed assets		<u>1,718</u>	<u>2,160</u>
Current assets			
Debtors	7	33,894	25,437
Cash at bank and in hand		125,315	130,020
Total current assets		<u>159,209</u>	<u>155,457</u>
Creditors:-			
amounts due within one year	8	(13,100)	(13,563)
Net current assets		<u>146,109</u>	<u>141,894</u>
Total assets less current liabilities		<u>147,827</u>	<u>144,054</u>
Creditors:-			
amounts due after more than one year		-	-
Provisions for liabilities and charges		-	-
Net assets excluding pension asset / liability		<u>147,827</u>	<u>144,054</u>
Net assets including pension asset / liability		<u>147,827</u>	<u>144,054</u>
The funds of the charity :			
Unrestricted income funds			
Unrestricted revenue accumulated funds	147,827	144,054	
Designated revenue funds	-	-	
Unrestricted capital funds			
Designated fixed asset funds	-	-	
Total unrestricted funds		147,827	144,054
Restricted revenue funds			
Restricted fixed asset funds			
Total restricted funds		-	-
Total charity funds		<u>147,827</u>	<u>144,054</u>

The directors are satisfied that for the period ended on 31st July 2017 the charitable company was entitled to exemption from the requirement to obtain an audit under section 477 of the Companies Act 2006 and that no member or members have required the company to obtain an audit of its accounts for the year in question in accordance with section 476 of the Act. However, in accordance with section 44 of the Charities and Trustee

**Upstairs Kids Klub
Company Number
Balance Sheet
as at 31 July 2017**

SC307213

Investment (Scotland) Act 2005, the accounts have been examined by an Independent Examiner whose report appears on page 7 to 8.

The directors acknowledge their responsibility for complying with the requirements of the Companies Act 2006 with respect to accounting records and the preparation of accounts.

The accounts have been prepared in accordance with the provisions in Part 15 of the Companies Act 2006 applicable to companies subject to the small companies regime and in accordance with the Financial Reporting Standard for Smaller Entities (effective April 2008).



**Agnes Tannahill
Director and Trustee
Approved by the board of trustees on 8 March 2018**

The notes on pages 14 to 17 form an integral part of these accounts.

**Upstairs Kids Klub
Notes to the Accounts
for the year ended 31 July 2017**

1 Accounting policies

Basis of preparation of the accounts

The accounts are prepared under the Charities and Trustees Investment (Scotland) Act 2005 on the historical cost convention and in accordance with applicable accounting standards and the Statement Of Recommended Practice on accounting and reporting by charities (SORP) 2005.

Accounting convention

The financial statements are prepared, on a going concern basis, under the historical cost convention as modified by the revaluation of freehold land and buildings and fixed asset investments.

Incoming Resources

Incoming resources are accounted for on a receivable basis deferred as described below where appropriate.

Except as described under the 'Deferred Income' accounting policy all grants, including grants for the purchase of fixed assets, are recognised in full in the Statement of Financial Activities in the year in which they are receivable.

Recognition of liabilities

Liabilities are recognised on the accruals basis in accordance with normal accounting principles, modified where necessary in accordance with the guidance given in the Statement Of Recommended Practice on accounting and reporting by charities (SORP) 2005.

Fixed assets and depreciation

Assets are depreciated at rates to write them off over their useful life, with the mini bus at 25% straight line and Fixtures & Fittings at 15% reducing balance.

Taxation

As a registered charity, the company is exempt from income and corporation tax to the extent that its income and gains are applicable to charitable purposes only. Value Added Tax is not recoverable by the company, and is therefore included in the relevant costs in the Statement of Financial Activities.

Funds structure policy

The charity maintains a general unrestricted fund which represents funds which are expendable at the discretion of the trustees in furtherance of the objects of the charity. Such funds may be held in order to finance both working capital and capital investment.

Upstairs Kids Klub
Notes to the Accounts
for the year ended 31 July 2017

2 Winding up or dissolution of the charity

If upon the winding up or dissolution of the Company there remains after the satisfaction of all its debts and liabilities any property whatsoever, the same shall not be paid to or distributed among the members of the Company but shall be given or transferred to some Charitable Institution having similar objects to the objects of the Company.

3 Surplus/(deficit) for the financial year	2017	2016
	£	£
This is stated after crediting :-		
Revenue Turnover from ordinary activities	504,303	479,626
and after charging:-		
Depreciation of owned fixed assets	442	8,998
Rentals under operating leases	56,035	56,573
Pension costs	676	-
Independent Examiner's Fees	950	950

4 Investment Income	2017	2016
	£	£
Bank deposit interest received	-	60

5 Staff Costs and Emoluments	2017	2016
	£	£
Gross Salaries	349,261	338,453
Employer's National Insurance	18,295	15,614
Pension Contributions	676	-
	<u>368,232</u>	<u>354,067</u>

Numbers of full time employees or full time equivalents	2017	2016
Engaged on management and administration	28	29

There were no fees or other remuneration paid to the trustees
There were no employees with emoluments in excess of £60,000 per annum

Upstairs Kids Klub
Notes to the Accounts
for the year ended 31 July 2017

6 Tangible functional fixed assets

	Plant, Machinery & Vehicles £
Asset cost, valuation or revalued amount	
At 1 August 2016	63,581
At 31 July 2017	<u>63,581</u>
Accumulated depreciation and impairment provisions	
At 1 August 2016	61,421
Depreciation on revaluation	-
Charge for the year	442
At 31 July 2017	<u>61,863</u>
Net book value	
At 31 July 2017	<u>1,718</u>
At 31 July 2016	<u>2,160</u>

7 Debtors	2017 £	2016 £
Trade debtors	29,627	23,530
Other Debtors	2,447	-
Prepaid expenses	1,820	1,907
	<u>33,894</u>	<u>25,437</u>

8 Creditors: amounts falling due within one year	2017 £	2016 £
Trade creditors	5,132	2,294
Accrued expenses	7,177	7,573
PAYE and NI	791	3,696
	<u>13,100</u>	<u>13,563</u>

9 Analysis of the Net Movement in Funds	2017 £	2016 £
Net movement in funds from Statement of Financial Activities	3,773	(1,164)
Net resources applied on functional fixed assets	-	(634)
Net movement in funds available for future activities	<u>3,773</u>	<u>(1,798)</u>

Upstairs Kids Klub
Notes to the Accounts
for the year ended 31 July 2017

10 Particulars of Individual Funds and analysis of assets and liabilities representing funds
At 31 July 2017

	Unrestricted funds	Designated funds	Restricted funds	Total Funds
	£	£	£	£
Tangible Fixed Assets	1,718	-	-	1,718
Current Assets	159,209	-	-	159,209
Current Liabilities	(13,100)	-	-	(13,100)
	<u>147,827</u>	<u>-</u>	<u>-</u>	<u>147,827</u>

	Unrestricted funds	Designated funds	Restricted funds	Total Funds
	£	£	£	£
Tangible Fixed Assets	2,160	-	-	2,160
Current Assets	155,457	-	-	155,457
Current Liabilities	(13,563)	-	-	(13,563)
	<u>144,054</u>	<u>-</u>	<u>-</u>	<u>144,054</u>

The individual funds included above are :-

	Funds at 2016	Movements in Funds as below	Transfers Between funds	Funds at 2017
	£	£	£	£
Sundry other funds	144,054	3,773	-	147,827
	<u>144,054</u>	<u>3,773</u>	<u>-</u>	<u>147,827</u>

Analysis of movements in funds as shown in the table above

	Incoming Resources	Outgoing Resources	Gains & Losses	Movement in funds
	£	£	£	£
Sundry other funds	504,303	(500,530)	-	3,773
	<u>504,303</u>	<u>(500,530)</u>	<u>-</u>	<u>3,773</u>