

NORTH SOMERSET PLAY FORUM
FINANCIAL STATEMENTS
31 MARCH 2005

Charity Number 1109353

Company Number 5206650



**CHARTERED ACCOUNTANTS
& BUSINESS ADVISERS**



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NORTH SOMERSET PLAY FORUM

FINANCIAL STATEMENTS

PERIOD ENDED 31 MARCH 2005

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NORTH SOMERSET PLAY FORUM

LEGAL AND ADMINISTRATIVE INFORMATION

PERIOD ENDED 31 MARCH 2005

Status

North Somerset Play Forum was incorporated as a company limited by guarantee on 16 August 2004 and received registration as a charity on 6 May 2005.

Trustees

Eve Dunn Chair
Jane Barber
Nikki Hayes
Tony Hudson
June Lowe
Frances Pelengaris
Sue Sharpe
Olive Gascoigne

Co-opted members

Colin Golland	North Somerset Councillor
Ron Enoch	Dual Use Sports Centres
Jenie Eastman/Fiona Castle	EYDCP/Sure Start
Gill Stokes/Lyn Bates	Disabled Children's Team

Registered Office

Laurel Cottage, Star, Winscombe, North Somerset, BS25 1QE

Accountants

Burton Sweet Chartered Accountants, Thornton House, Richmond Hill, Clifton, Bristol BS8 1AT

Bankers

Natwest plc. 69 High Street, Weston-super-Mare, North Somerset, BS23 1JW

NORTH SOMERSET PLAY FORUM

TRUSTEES ANNUAL REPORT

PERIOD ENDED 31 MARCH 2005

The Trustees have pleasure in presenting their report and the unaudited financial statements of the charity for the period ended 31 March 2005.

Objectives of Charity

Our aims are:

- To enhance the development and education of the children of North Somerset (the area of benefit) through play.
- To advance the education of the public regarding the importance of children's play.
- To advance the education and training of persons in the provision of play care, education and recreational facilities.

Financial controls

The Trustees believe that existing controls are adequate to safeguard the assets of the charity.

Investment powers

There are no significant restrictions on either the investment powers of the Trustees or the activities of the charity.

Review of activities and future developments

For Details of activities carried out by the organisation refer to the annual report.

NORTH SOMERSET PLAY FORUM

TRUSTEES ANNUAL REPORT

PERIOD ENDED 31 MARCH 2005

Reserves policy

It is the policy of the charity to maintain unrestricted funds at a level which equates to approximately three months unrestricted expenditure. This provides sufficient funds to cover management and administration and support costs in the event of a significant drop in funding. There were no free reserves at the end of the year. The Trustees are looking at way to increase their free reserves.

Risk review

A strategic review will be carried out in the forthcoming year to identify the major risks to which the organisation is exposed. The review will result in systems being put in place to mitigate those risks. In future the Trustees will carry out an annual review of the risks faced and the procedures established to mitigate those risks. Internal risks are minimised by the implementation of effective internal control procedures which ensure both appropriate authorisation of all transactions and consistent quality delivery for all operational aspects of the charity. These procedures will be periodically reviewed for their effectiveness.

Investment policy

As income from funders is utilised within a short time after receipt, the Trustees consider that the most appropriate policy for investing funds is to place them on short-term deposit.

NORTH SOMERSET PLAY FORUM

TRUSTEES ANNUAL REPORT

PERIOD ENDED 31 MARCH 2005

Responsibilities of the Trustees

Law applicable to charities in England and Wales requires the Trustees to prepare financial statements for each financial year which give a true and fair view of the charity's financial activities during the year and of its financial position at the end of the year. In preparing financial statements giving a true and fair view, the trustees should follow best practice and:

- select suitable accounting policies
- make judgments and estimates that are reasonable and prudent.
- state whether applicable accounting standards and statements of recommended practice have been followed, subject to any departures disclosed and explained in the financial statements; and
- 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 proper accounting records which disclose with reasonable accuracy the financial position of the charity and which enable them to both ascertain the financial position of the charity and which enable them to ensure that the financial statements comply with applicable law, regulations and 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.

Registered office:

Laurel Cottage
Star
Winscombe
North Somerset
BS25 1QE

Signed by order of the
Trustees



Company Secretary

Approved by the Trustees on 30.1.06...

NORTH SOMERSET PLAY FORUM

INDEPENDENT ACCOUNTANTS' REPORT TO THE TRUSTEES

PERIOD ENDED 31 MARCH 2005

We report on the unaudited accounts for the period ended 31 March 2005 set out on pages 6 to 13.

RESPECTIVE RESPONSIBILITIES OF THE TRUSTEES AND THE REPORTING ACCOUNTANTS

As described on page 4 the trustees of the charity are responsible for the preparation of the accounts, and they consider that the charity is exempt from an audit. It is our responsibility to carry out procedures designed to enable us to report our opinion.

BASIS OF OPINION

Our work was conducted in accordance with the Statement of Standards for Reporting Accountants, and so our procedures consisted of comparing the accounts with the accounting records kept by the charity, and making such limited enquiries of the officers of the charity as we considered necessary for the purposes of this report. These procedures provide only the assurance expressed in our opinion.

OPINION

In our opinion:

- (a) the financial statements are in agreement with those accounting records kept by the charity under section 221 of the Companies Act 1985;
- (b) having regard only to, and on 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 charity satisfied the conditions for exemption from an audit of the financial statements for the year specified in section 249A(4) of the Act as modified by section 249A(5) and did not, at any time within that year, fall within any of the categories of companies not entitled to the exemptions specified in section 249B(1).



Thornton House
Richmond Hill
Clifton
Bristol BS8 1AT

Burton Sweet
Chartered Accountants

30 January 2006

NORTH SOMERSET PLAY FORUM

STATEMENT OF FINANCIAL ACTIVITIES (INCLUDING INCOME AND EXPENDITURE ACCOUNT)

PERIOD ENDED 31 MARCH 2005

	Note	Unrestricted Funds £	Restricted Funds £	Total Funds 2005 £
Incoming resources				
<i>Incoming resources from generating funds</i>				
Voluntary Income	2	40,459	-	40,459
<i>Incoming resources from charitable activities</i>	3	-	65,619	65,619
Total incoming resources		<u>40,459</u>	<u>65,619</u>	<u>106,078</u>
Resources expended				
Charitable activities	4	25,972	81,902	107,874
Governance	5	663	-	663
Total resources expended		<u>26,635</u>	<u>81,902</u>	<u>108,537</u>
Net incoming/(outgoing) resources				
- Net income		13,824	(16,283)	(2,459)
Transfers between funds		<u>(16,283)</u>	<u>16,283</u>	<u>-</u>
		(2,459)	-	(2,459)
Total funds at 31 March 2005		<u>(2,459)</u>	<u>-</u>	<u>(2,459)</u>

The Charity has no recognised gains or losses other than the results for the year as set out above.

All of the activities of the charity are classed as continuing

The notes on pages 8 to 13 form part of these financial statements

NORTH SOMERSET PLAY FORUM

BALANCE SHEET

PERIOD ENDED 31 MARCH 2005

	Note	2005 £
Fixed assets		
Office equipment	9	173
Current assets		
Cash at bank		<u>663</u>
		663
Creditors : amounts falling due within one year	10	<u>3,295</u>
Net current liabilities		(2,632)
Net assets		<u>(2,459)</u>
Funds		
Unrestricted funds		(2,459)
		<u>(2,459)</u>

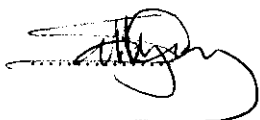
The Trustees are satisfied that the charitable company is entitled to exemption from the provisions of the Companies Act 1985 (the Act) relating to the audit of the accounts for the year by virtue of section 249A(1), and that no member or members have requested an audit pursuant to section 249B(2) of the Act.

The Trustees acknowledge their responsibilities for:

- (i) ensuring that the charitable company keeps proper accounting records which comply with section 221 of the Act, and
- (ii) preparing accounts which give a true and fair view of the state of affairs of the charitable company 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 charitable company.

These accounts have been prepared in accordance with the special provisions for small companies under Part VII of the Companies Act 1985.

These financial statements were approved by the Trustees on 30.1.06 and are signed on their behalf by:



The Notes on pages 8 to 13 form part of these financial statements

NORTH SOMERSET PLAY FORUM

NOTES TO THE FINANCIAL STATEMENTS

PERIOD ENDED 31 MARCH 2005

1. Accounting policies

- a) The financial statements have been prepared under the historical cost convention, and in accordance with applicable accounting standards and the Statement of Recommended Practice, Accounting and reporting by Charities, as revised in 2005.
- b) Income from donations is included in incoming resources when these are receivable, except as follows:
 - i. When donors specify that donations given to the charity must be used in future accounting periods, the income is deferred until those periods;
 - ii. When donors impose conditions which have to be fulfilled before the charity becomes entitled to use such income, the income is deferred until the pre-conditions have been met.
- c) Resources expended are recognised in the period in which they are incurred. Resources expended include attributable VAT which cannot be recovered.
- d) Depreciation is calculated so as to write off the cost of an asset, less its estimated residual value, over the useful life of that asset as follows:
Office Equipment - 25% straight line
- e) Unrestricted funds can be used in accordance with the charitable objects at the discretion of the trustees.
- f) Restricted funds can only be used for particular restricted purposes within the objects of the charity. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes. Expenditure which meets these criteria is charged to the fund, together with a fair allocation of management and support costs. Further explanation of the nature and purpose of each fund is included in the notes to the financial statements.
- g) Rentals applicable to operating lease agreements where substantially all of the benefits and risks of ownership remain with the lessor are charged against profits on a straight line basis over the period of the lease.

2. Voluntary income

	Unrestricted Funds £	Restricted Funds £	Total Funds £
Donated assets from previous organisation	20,471	-	20,471
North Somerset Council - EYDCP	19,988	-	19,988
	<u>40,459</u>	<u>-</u>	<u>40,459</u>

NORTH SOMERSET PLAY FORUM

NOTES TO THE FINANCIAL STATEMENTS

PERIOD ENDED 31 MARCH 2005

3. Incoming resources from charitable activities

	Unrestricted Funds £	Restricted Funds £	Total Funds £
North Somerset Council	-	23,803	23,803
BBC children in need	-	4,000	4,000
Barnardo's	-	30,978	30,978
Awards for all	-	900	900
Community learning	-	2,487	2,487
Other project income	-	3,450	3,450
	-	65,619	65,619

4. Charitable expenditure

	Staff Costs £	Direct Project costs £	Support Costs £	Total £
<i>Unrestricted</i>				
General admin, material & equipment	17,724	3,816	4,432	25,972
<i>Restricted</i>				
Outdoor activities & days out	-	8,324	-	8,324
Playbus	-	594	-	594
Play day, chill out zone & other activities	6,660	14,552	-	21,212
Activities in Bourneville	-	6,464	-	6,464
Wildzone, forest school	6,660	5,965	-	12,625
Activities in parks	-	9,997	-	9,997
Museum	-	1,838	-	1,838
Training	-	4,243	-	4,243
Toy library	7,556	9,049	-	16,605
	38,600	64,842	4,530	107,874

NORTH SOMERSET PLAY FORUM
NOTES TO THE FINANCIAL STATEMENTS
PERIOD ENDED 31 MARCH 2005

5. Governance costs

	Unrestricted Funds £	Restricted Funds £	Total Funds £
Committee meeting expenses	88	-	88
Accountancy fees	575	-	575
	<u>663</u>	<u>-</u>	<u>663</u>

6. Net incoming resources for the year

This is stated after charging:

	2005 £
Depreciation	-
Accountancy fees	575
Trustees' remuneration	-
Cost of trustees meetings	<u>88</u>

7. Staff costs and numbers

The aggregate payroll costs were:

	Total 2005 £
Wages and salaries	35,306
Social security	3,294
	<u>38,600</u>

No employee received emoluments of more than £50,000.

The average weekly number of number of employees during the year, calculated on the basis of full time equivalents, was as follows:

	2005 No.
Project staff	<u>3</u>

NORTH SOMERSET PLAY FORUM
NOTES TO THE FINANCIAL STATEMENTS
PERIOD ENDED 31 MARCH 2005

8. Taxation

The Charity is exempt from corporation tax on its charitable activities.

9. Tangible fixed assets

	Office Equipment £
Cost	
Additions	260
At 31 March 2005	<u>260</u>
Depreciation	
Charge for the year	87
At 31 March 2005	<u>87</u>
Net book value	
At 31 March 2005	<u>173</u>

10. Creditors: amounts falling due within one year

	2005 £
PAYE and social security	2,825
Accruals	470
	<u>3,295</u>

NORTH SOMERSET PLAY FORUM
NOTES TO THE FINANCIAL STATEMENTS
PERIOD ENDED 31 MARCH 2005

11. Commitment under operating lease

At 31 March 2005 the charity had annual commitments under non-cancellable operating leases as set out below.

	Assets other than land and buildings 2005 £
Operating leases which expire:	
Within 2 to 5 years	<u>6,756</u>

12. Movement in funds

	Incoming resources £	Outgoing resources £	Transfer in/(out) £	Balance C/fwd £
Restricted funds				
Outdoor activities & days out	8,045	(8,324)	279	-
Playbus	-	(594)	594	-
Play day, chill out zone & other activities	21,212	(21,212)	-	-
Activities in Bourneville		(6,464)	6,464	-
Wildzone, forest school	11,738	(12,625)	887	-
Activities in parks	900	(9,997)	9,097	-
Museum	1,575	(1,838)	263	-
Training		(4,243)	4,243	-
Toy library	22,149	(16,605)	(5,544)	-
	<u>65,619</u>	<u>(81,902)</u>	<u>16,283</u>	<u>-</u>
Unrestricted funds				
General funds	40,459	(26,635)	(16,283)	(2,459)
	<u>40,459</u>	<u>(26,635)</u>	<u>(16,283)</u>	<u>(2,459)</u>
Total funds	<u>106,078</u>	<u>(108,537)</u>	<u>-</u>	<u>(2,459)</u>

For details of the above restricted funds, see the project reports with the charity's Annual report.

NORTH SOMERSET PLAY FORUM
NOTES TO THE FINANCIAL STATEMENTS
PERIOD ENDED 31 MARCH 2005

13. Analysis of net liabilities between funds

	Tangible Fixed assets £	Other Net assets £	Total £
Unrestricted funds	173	(2,286)	(2,459)
	<u>173</u>	<u>(2,286)</u>	<u>(2,459)</u>

Unrestricted funds of £173 are represented by fixed assets. There are no funds available as free reserves.

14. Assets donated from previous organisation

	2005 £
Office equipment	260
Debtors	2,558
Cash at bank	17,653
	<u>20,471</u>

15. Company limited by guarantee

The company is limited by guarantee and as such has no issued share capital. In the event of the company being wound up the liability of the members is limited to £1 each.

16. Going Concern

The charity has been given continuing support for the following year.