

NORTH SOMERSET PLAY FORUM
FINANCIAL STATEMENTS
31 MARCH 2008

Charity Number 1109353

Company Number 5206650



NORTH SOMERSET PLAY FORUM

FINANCIAL STATEMENTS

YEAR ENDED 31 MARCH 2008

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NORTH SOMERSET PLAY FORUM

TRUSTEES ANNUAL REPORT

YEAR ENDED 31 MARCH 2008

The Trustees have pleasure in presenting their report and the unaudited financial statements of the charity for the year ended 31 March 2008.

Trustees (who are directors for the purpose of company law)

Jane Barber
Nikki Hayes - resigned 12 December 2007
Tony Hudson
Sue Sharps
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, BS24 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

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Structure, Governance and Management

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. The company registration number is 5206650 and the charity registration number is 1109353.

Method for Appointment of Trustees

We would advertise for new management committee members in our newsletter and also ask people known to us who had particular skills that might be of use to the charity (a playworker, a community artist, someone who might be good at fundraising etc.). Initially potential trustees would be invited to come along to our management committee meetings to see if the Play Forum was of interest to them and vice versa. In this way we would ensure that prospective trustees understood and supported the Play Forum's ethos and working methods. Potential trustees must be local, community-minded people.

Objectives of Charity

Our aims are:

- To enhance the development and education of the children of North Somerset (the area of benefit) through play including promoting multicultural experiences and the use of parks, woodlands, open spaces and beaches by children and young people
- 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

In partnership with the Ranger Service, we organised the usual annual outdoor events, which are all free and fully inclusive, and which are held to encourage children and families to enjoy their local outdoor spaces, to promote cultural and environmental awareness, and to give children the chance to discover, to try new experiences – and to have fun!

The Woodland Fair

'Dik tute down the drom and dik for the puckering stick Worlebury', wrote Cathay on a Romany gypsy website, about our woodland fair, which was held on a lovely day in June in Worlebury Woods. Cathay and her husband Joe set up a Romany display there, to fit in with Gypsy Roma Traveller History Month – and there were also demonstrations of logging with heavy horses; pole-lathing; using a mobile saw mill; making nesting boxes; and a show by Ad-Pirate with his chainsaw! Families also saw traditional longbow making and stick making and could have a go with a spinning wheel, make corn dollies and enjoy a whole range of activities for children using natural materials.

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Music and Dance from Around The World 2008

This is the weekend every July when Grove Park becomes a global village - and our festival this year took place on 5th and 6th July. We had a wonderful line-up, with the Shano Kurdish Dancers, the Bon Japanese Dancers, the Singing Children of Africa and the Carlos Peninha Group from Portugal, as well as Welsh, Irish, Indian, Spanish, Polish and Caribbean music and dance and some exciting performances from local groups. There were also two arts and crafts marquees, brimming with all sorts of activities from different cultures for children to explore and, in spite of a lot of rain, a fabulous time was had by all. People of all ages come to the festival and there is always a lovely, welcoming, happy atmosphere; the oldest person I discovered this year told me she was 92, was having the time of her life and would be coming again next year, God willing!

Quotes from people at the festival:

- *What a brilliant day! Loads of family fun and warmth.*
- *Some great dance & music, bringing the world to Weston.*
- *The World Music Festival is one of the highlights of the summer in WSM. We love it!!*

Easter and Summer Fun in the Parks

We were out in the parks during the Easter holidays and then every day during the summer holidays – we've never had such a wet summer before, but managed to put on activities every day apart from two, when the ground was so sodden that it was impossible to put the equipment out. These days are always fun and simply buzzing, with hundreds of children and families and loads of games, entertainment, activities and excitement!

Quotes from people at the festival:

- *Wonderful treat for parents and kids. So great to see the children playing and laughing and doing what children should be doing. Thank you so much.*
- *Best day we've had out all summer – and it's free. Very well organised and lots of variety.*
- *So glad you're still going strong. Let's hope our summer fun days never end!*
- *Great ideas, extremely child-centred*

Playday 2008

Playday is the annual national celebration of children's right to play and we linked Playday this year with our Summer Fun in the Park event at Ashcombe Park on 6th August. The theme this year was 'Give us a go!' and the idea was to give children the chance to have a go at some exciting and challenging activities. So we did – we gave them a huge climbing wall, wild and whacky bikes to ride, a circus skills workshop, Weston's Smallest Stage to perform on, plus arts and crafts, toys, music, storytelling, dressing up, a puppet show, parachute games and a tug-of-war; in fact, something for every age and every interest! It was great fun and I hope we'll be able to do it again next year.

Halloween

Once again, we held a spooky Halloween event in Grove Park on 31st October. This is always extremely popular, because it's an exciting event where children can wear their fancy dress and bring their home made lanterns – and it doesn't cost anything. We had the usual fire spinning and fire breathing, games and music, plus this year we had street dancing and free running performances to add to the fun. We also built a haunted house and had illuminated ghostly figures in the Victorian shelter, to make the occasion even spookier, and the evening ended with a firework display.

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Other Activities

Projects for Extended Schools

These have included Forest Fun sessions with Kingshill School and Grove School, Nailsea and the totem pole project for Kewstoke School. For this, the children and their parents explored the school's woodland in after-school Forest Fun sessions. They gathered ideas by drawing, writing and taking photos of all the things they did, such as bug hunting, den building and exploring, having campfires and getting creative with natural materials. The end results were some new skills, some wonderful memories, lots of fun – and a totem pole, which was made for the school grounds, telling the story of their adventures.

Projects with Children's Centres

We have had a lot of involvement with Children's Centres, accompanying them and encouraging playful ideas on their outings with families to beaches, parks and woods and helping to organise an outdoor event for families at the Town Quarry called Fiery Fun.

Working with the Ranger Service

We have worked with the Ranger Service on some new things this year, encouraging the use of local parks, woodlands and open spaces for which the Rangers have responsibility, which has led to working with families, childcare projects and childminders in outdoor settings across the region. This has also involved providing a lot of environmental play training for childcare workers, early years workers, teachers and other school staff – and leading workshops on environmental play at the three Early Years Foundation Stage conferences.

Other Things We Have Also Done

- We started the year with two performances of 'A Frosty Tale', an interactive tale for children, in a big top tent at Nailsea.
- We ran the Summer Lunch Club for 8-12 year olds on the Weston estates.
- In partnership with the Cause Youth Project, we ran Park Footy, a weekly fun drop-in football session for children in the park. This has been running for five years now and one of the children who attended these sessions right from the beginning is now working as a volunteer on the scheme.
- We ran workshops at the Museum during the summer holidays and autumn half term.
- The year finished with a performance of 'The Quest for the Golden Flower', another exciting interactive tale for children, in Clarence Park.

We have provided activities for:

- 'Your North Somerset' at the Winter Gardens
- National Archaeological Day at Grove Park
- The Transition Conference at the Winter Gardens
- The Green Festival at the Town Quarry
- Holiday Activities Project (HAP) Launch Day at Weston Youth Centre
- Information days for new parents at schools
- Preanes Green Resource Centre
- The Sand Sculpture Festival
- Various after-school clubs.

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We also deliver training sessions on play, arts and crafts and Forest School; produce a newsletter; and help in any way we can, so do try us for any advice, information or ideas, or if you have a worry or problem that you'd like to talk over with someone independent.

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. Free reserves were £11,525 at the end of the year. The trustees are looking at ways 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

YEAR ENDED 31 MARCH 2008

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
BS24 1QE

Signed by order of the
Trustees


.....
Jane Barber
Trustee

Approved by the Trustees on11.12.....2008.

NORTH SOMERSET PLAY FORUM

INDEPENDENT ACCOUNTANTS' REPORT TO THE TRUSTEES

YEAR ENDED 31 MARCH 2008

We report on the unaudited accounts for the period ended 31 March 2008 set out on pages 8 to 15.

RESPECTIVE RESPONSIBILITIES OF THE TRUSTEES AND THE REPORTING ACCOUNTANTS

As described on page 6 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.

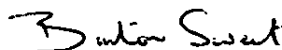
BASIS OF OPINION

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

14 December 2008.

NORTH SOMERSET PLAY FORUM

STATEMENT OF FINANCIAL ACTIVITIES (Including Income & Expenditure Account)

YEAR ENDED 31 MARCH 2008

	Note	Unrestricted Funds £	Restricted Funds £	Total Funds 2008 £	Total Funds 2007 £
Incoming resources					
Incoming resources from generated funds:					
Voluntary income	2	48,858	-	48,858	46,829
Investment income		539	-	539	481
Incoming resources from charitable activities	3	52,419	46,279	98,698	94,079
Total incoming resources		101,816	46,279	148,095	141,389
Resources expended					
Charitable activities	4	97,580	37,690	135,270	133,306
Governance costs	5	2,261	-	2,261	940
Total resources expended		99,841	37,690	137,531	134,246
Net incoming/(outgoing) resources					
- Net income		1,975	8,589	10,564	7,143
Gross transfers between funds					
		-	-	-	-
Net movement in funds		1,975	8,589	10,564	7,143
Total Funds at 1 April 2007		9,549	2,870	12,419	5,276
Total funds at 31 March 2008		11,524	11,459	22,983	12,419

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 10 to 15 form part of these financial statements

NORTH SOMERSET PLAY FORUM
BALANCE SHEET
YEAR ENDED 31 MARCH 2008

	Note	2008 £	2007 £
Fixed assets			
Tangible assets	9	-	-
Current Assets			
Debtors	10	6,932	-
Cash at bank		25,432	19,725
		<u>32,364</u>	<u>19,725</u>
Creditors : Amounts falling due within one year	11	9,381	7,306
Net Current Assets		<u>22,983</u>	<u>12,419</u>
Net assets		<u>22,983</u>	<u>12,419</u>
Funds			
Unrestricted funds	12	11,524	9,549
Restricted funds	12	11,459	2,870
		<u>22,983</u>	<u>12,419</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 on11.12.08 and are signed on their behalf by:


Jane Barber

The notes on pages 10 to 15 form part of these financial statements

NORTH SOMERSET PLAY FORUM
NOTES TO THE FINANCIAL STATEMENTS
YEAR ENDED 31 MARCH 2008

1 Accounting policies

- a) The financial statements have been prepared under the historical cost convention, and in accordance with the Companies Act 1985, applicable accounting standards and the Statement of Recommended Practice, Accounting and Reporting by Charities issued in March 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 - 33.3% p.a. 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. 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 2008 £	Total Funds 2007 £
North Somerset Council	48,858	-	48,858	46,829
<i>EYDCP Service Level Agreement (SLA)</i>				
	48,858	-	48,858	46,829

NORTH SOMERSET PLAY FORUM
NOTES TO THE FINANCIAL STATEMENTS
YEAR ENDED 31 MARCH 2008

3 Incoming resources from charitable activities

	Unrestricted Funds £	Restricted Funds £	Total Funds 2008 £	Total Funds 2007 £
North Somerset Council	14,854	42,024	56,878	57,825
<i>(Including activities, workshops, training reimbursement)</i>				
Weston Town Council	1,100	-	1,100	-
<i>(Including activities, workshops, training reimbursement)</i>				
Nailsea Town Council	2,000	-	2,000	-
<i>(Including activities, workshops, training reimbursement)</i>				
Donations	430	-	430	-
BBC Children in Need	-	-	-	9,000
The Childrens Fund	32,065	-	32,065	22,074
Awards For All	-	-	-	4,180
Local Network Fund	-	4,255	4,255	-
Other project income	1,970	-	1,970	1,000
<i>(Including membership, support staff, advertising, training)</i>				
	<u>52,419</u>	<u>46,279</u>	<u>98,698</u>	<u>94,079</u>

4 Charitable expenditure

	Unrestricted Funds £	Restricted Funds £	Total Funds 2008 £	Total Funds 2007 £
Wages & salaries	46,250	15,700	61,950	60,454
Trainers, performers & playworkers	32,876	2,570	35,446	39,426
Travel & outings	6,253	504	6,757	6,044
Training workshop for adults	931	-	931	1,646
Equipment & materials	5,511	8,523	14,034	3,424
Venue hire	851	6,488	7,339	7,065
Running costs	4,891	3,905	8,796	15,128
Bank charges	17	-	17	33
Depreciation	-	-	-	86
	<u>97,580</u>	<u>37,690</u>	<u>135,270</u>	<u>133,306</u>

NORTH SOMERSET PLAY FORUM
NOTES TO THE FINANCIAL STATEMENTS
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5 Governance costs

	Unrestricted Funds £	Restricted Funds £	Total Funds 2008 £	Total Funds 2007 £
Reporting accountants' fees	1,351	-	1,351	823
Legal & professional	910	-	910	117
	<u>2,261</u>	<u>-</u>	<u>2,261</u>	<u>940</u>

6 Net incoming resources for the year

This is stated after charging:

	2008 £	2007 £
Depreciation	-	86
Accountancy fees	1,351	823
Reimbursement of trustees' expenses	-	-
Trustees' remuneration	-	-
	<u>-</u>	<u>909</u>

7 Staff costs and numbers

The aggregate payroll costs were:

	Total 2008 £	Total 2007 £
Gross wages & salaries	56,683	55,497
Employer's national insurance	5,267	4,957
	<u>61,950</u>	<u>60,454</u>

No employee received emoluments of more than £60,000.

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

	2008 No.	2007 No.
Project staff	<u>2.5</u>	<u>2.5</u>

NORTH SOMERSET PLAY FORUM
NOTES TO THE FINANCIAL STATEMENTS
YEAR ENDED 31 MARCH 2008

8 Taxation

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

9 Tangible fixed assets

	Office Equipment £
Cost	
At 1 April 2007 and 31 March 2008	260
Depreciation	
At 1 April 2007	260
Charge for the year	-
At 31 March 2008	260
Net book value	
At 31 March 2008	-
At 31 March 2007	-

10 Debtors

	2008 £	2007 £
Other debtors	6,171	-
Social security and other taxes	761	-
	<u>6,932</u>	<u>-</u>

11 Creditors: amounts falling due within one year

	2008 £	2007 £
Trade creditors	5,492	5,975
Other creditors	2,714	685
Social security and other taxes	-	-
Accruals	1,175	646
	<u>9,381</u>	<u>7,306</u>

NORTH SOMERSET PLAY FORUM
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12 Operating lease commitments

At 31 March 2008 the charity had annual commitments under non-cancellable operating leases as set out below.

	Assets other than land & buildings	
	2008	2007
	£	£
Operating leases which expire:		
Within one year	7,050	6,756

13 Movement in funds

	At 01-Apr 2007 £	Incoming resources £	Outgoing resources £	Transfers £	At 31-Mar 2008 £
Restricted funds					
North Somerset Council	2,870	42,024	(33,435)	-	11,459
Local Network Fund	-	4,255	(4,255)	-	-
	<u>2,870</u>	<u>46,279</u>	<u>(37,690)</u>	<u>-</u>	<u>11,459</u>
Unrestricted funds					
General funds	9,549	101,816	(99,841)	-	11,524
	<u>12,419</u>	<u>148,095</u>	<u>(137,531)</u>	<u>-</u>	<u>22,983</u>

North Somerset Council

This restricted funding is allocated specifically to the running of the toy library including staff costs, building rental and the regular purchase of new toys.

Local Network Fund

This restricted funding was allocated to produce a film for the charity Child Safe to assist training programmes and seminars. Child Safe promote, enable and develop good practice to help safeguard children and young people from abuse or ill treatment.

NORTH SOMERSET PLAY FORUM
NOTES TO THE FINANCIAL STATEMENTS
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14 Analysis of net assets between funds

	Tangible Fixed assets £	Other Net assets £	Total £
Restricted funds	-	11,459	11,459
Unrestricted funds	-	11,524	11,524
	-	22,983	22,983

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.