

NORTH SOMERSET PLAY FORUM
FINANCIAL STATEMENTS
31 MARCH 2010

Charity Number 1109353

Company Number 5206650



NORTH SOMERSET PLAY FORUM

FINANCIAL STATEMENTS

YEAR ENDED 31 MARCH 2010

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NORTH SOMERSET PLAY FORUM

TRUSTEES ANNUAL REPORT

YEAR ENDED 31 MARCH 2010

The Trustees have pleasure in presenting their report and the unaudited financial statements of the charity for the year ended 31 March 2010

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

Jane Barber
Tony Hudson
Sue Sharps
Olive Gascoigne

Co-opted Members

Ron Enoch	Dual Use Sports Centres
Gill Stokes/Lyn Bates	Disabled Children's Team

Company Secretary

Sally Corney

Registered Office

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

Independent Examiner

Ed Marsh ACA DChA, Burton Sweet Chartered Accountants, Pembroke House, 15 Pembroke Road, Clifton, Bristol BS8 3BA

Bankers

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

NORTH SOMERSET PLAY FORUM

TRUSTEES ANNUAL REPORT

YEAR ENDED 31 MARCH 2010

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

Public Benefit

We have referred to the guidance contained in the Charity Commission's general guidance on public benefit when reviewing our aim and objectives and in planning our future activities.

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.

Chairperson's Report

I cannot believe that another busy, fun-filled and, at times, frustrating year in the life of @ PLAY (the Play Forum) has passed – and here I am again writing my annual report!

Quita is the busy one, organising our day to day business and regular events across North Somerset and generally keeping the show on the road. She is helped to do this by the hard-working and supportive members of our management committee and by Sarah, our friendly and helpful NSC Ranger. Ed, our ever cheerful Toy Library Manager, has extended his role to offer outreach sessions to lots of the local

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Children's Centres, meaning that more families can get their hands on a wide range of imaginative and good quality toys

Apart from writing this, which is probably the most difficult thing I have to do all year as part of my role as Chairperson, I am one of those lucky people who gets the chance to go out to the parks and play! The other lucky people who get to provide fabulous fun days for local families include Steve, our host with the most, Abi, Kirsty, Rachel, Sam, Ivi and the two newest and most enthusiastic members of our play crew, Mike and Charlene. My thanks also go to Sue Sharps, who is always willing to give us extra help – and, of course, to Trev

Thanks, as always, to North Somerset Council for the bulk of our funding. My biggest frustration remains the struggle to get our funding which, in these days of ever tighter council budgets, becomes more difficult. I personally, along with many music and dance lovers, will miss the vibe of our Music and Dance from Around the World festival, as we understand that this won't be funded in 2011 (it'll probably turn out to be the hottest weekend of the year!). I appreciate that many small organisations are in the same boat, but if you read all the comments in our books, or pop down to one of our free Family Fun Days and talk to the families having a wonderful time, then you would agree that it was money well spent.

We all hope to see you out playing again in 2011 and thank you for your continued support and appreciation.

Jane Barber

Review of Activities and Future Developments

The Play Forum has once again had a very positive year. North Somerset Council has continued to fund us, so we have been able to run all our usual free outdoor activities, and more families than ever have turned out to enjoy them. It is impossible to give exact numbers, but we have had three different staff members counting at each event and we estimate a total of over 19,000 people have attended throughout the year, which shows what a demand there is for such activities.

The Do-It-Yourself Circus Show

We started the year with this event in January, which we held in a church hall so that we could continue whatever the weather. Children joined in different workshops, where they could practise juggling, acrobatics, or being clowns - and then they all dressed up and put on their own circus show (with a few brave Mums joining in as tightrope walkers and lion tamers!).

Woodland Fair

Our annual fair in Worlebury Woods followed in June, where families had a go at all sorts of traditional country crafts, including driving the heavy horses used for logging. There were all sorts of exciting arts and crafts activities for children, as well as den-building and generally discovering Nature, and this year, for the first time, we had a demonstration of wild food foraging and cooking, which was very popular.

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Music and Dance from Around the World

On 10 and 11 July, thousands of people came to Grove Park in Weston-super-Mare for our eleventh multicultural festival. We were incredibly lucky - the sun shone down on us, the crowds poured in and what a happy, friendly, exciting weekend it was! People of all ages, from the tiniest of children to our number one fan, 80-year-old Mrs Beck, joined in the dancing, singing, making things, playing and laughing!

Here are just a few of the remarks that people wrote in our comment books

- *'Never seen so many people so happy, it made me feel so good inside. I think Weston-super-Mare is doing a good job. Let's have more!'*
- *'A great weekend's entertainment, can't believe it's all free. Major thank you to North Somerset for helping to fund it. Good to see my council tax being used so well.'*
- *'The experience has been great and so nice to see the togetherness in the community.'*
- *'Great music, great event, great people, great weather! Long may it continue.'*
- *'Audience are very warm and smiley and I enjoyed the time with them. Nice intimate feel, love the fact all different generations are enjoying together' (Sachi from Japan)*

A big thank you to North Somerset Council for funding and supporting the festival and to everyone who helped to make this such a special event – a real melting pot of people of all ages, backgrounds, cultures and abilities! Let's hope we can do it all again next summer!

Family Fun Days

Our main activities throughout the year, though, have been our fun days in the parks, which we held at Easter and for six days a week during the summer holidays. On Family Fun Days, we take a transit van full of toys to the parks and provide play equipment, trikes, dressing-up clothes, scrap materials, a parachute – and a very large rope, which is used for tug-of-war and all sorts of imaginary games (e.g. for making a performance ring, as a tightrope in a circus, or as a bridge over the Valley of Doom!). We also have music, arts and crafts, games and sports and different entertainment each day, such as a puppet show, storytelling, or a dance, drumming or circus skills workshop.

Family Fun Days provide a rich, vibrant play environment which encourages children to pursue their own play agendas and they spread out all over the park, playing with bricks, riding trikes, dressing up, climbing trees, bug hunting, joining in the scavenger hunt, or singing on the World's Smallest Stage. Children are offered opportunities for creative and imaginative play, social interaction - and lots and lots of exercise!

We've been running Family Fun Days now for eleven years and they have become lovely community events, which are intergenerational and intercultural. There are babies, toddlers, school children, parents, grandparents and carers and, although we don't do formal ethnic monitoring, more people from different countries and cultures are now coming along as well (which is probably a reflection of the gradually changing population of Weston).

Just a few of the remarks written in our comments book

- *'Have come to the fun day for the past four years and my daughter loves coming. She talks about it all winter, so glad when it comes round again.'*
- *'Nice to see so many young people enjoying themselves. Parents and grandparents also enjoying themselves. Lots of toys for the children.'*
- *'Brilliant fun for the children, great to get them active!'*
- *'Great day, would go mad if you didn't run this scheme – come back year after year.'*

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- *'Nice to have something for the children which is FREE as a lot of families can't afford to do things with their children in the school holidays Thanks'*
- *'A great initiative that involves the community!'*

Halloween Party in the Park

This was the last outdoor event of the year, with music, dancing, games, a Witch's Cave, fire spinners and a firework display. Children came in a variety of weird and wonderful costumes, waving lanterns and torches and, as usual, the park was brimming with people and an exciting and scary time was had by all!

Other Activities

We have also run arts and crafts sessions for children during the holidays at North Somerset Museum and Preanes Green Resource Centre, as well as at various events run by North Somerset Council.

Public Benefit

The Play Forum has had regard to the Charity Commission's guidance on public benefit. Our objects are to enhance the development and education of the children of North Somerset (the area of benefit) through play, and to advance the education of the public regarding the importance of children's play.

We strive to achieve this by promoting play and playwork throughout North Somerset, by providing free, inclusive play opportunities for children and their families in their local communities, and by actively supporting and promoting equality of opportunity and social inclusion. We believe that putting children's play at the heart of their local communities benefits children, parents, grandparents, childminders, carers and the whole community. Our events help to build stronger, safer and happier communities by promoting community cohesion and giving people a sense of ownership of areas.

'The concept of playground, limited in scope, will eventually be replaced by a more vital and comprehensive concept of outdoor environments for people of all ages, combining elements of nature, a wide array of play activities, and involving all family members in specially designed environments within their own immediate neighbourhoods'.

– Joe L. Frost and Barry L. Klein, 1979

The North Somerset Toy Library

There have been changes to the toy library this year, not the least being our move from Churchill Road to our new premises in Locking Road Business Park in March 2010. The new premises have given us more room, better and safer parking and, hopefully, a bit more warmth through the winter months. We are again sharing our main office with Home-Start North Somerset where we can support each other.

Another change this year has been that we are now running membership from January to December. This is easier to manage and to keep track of the membership. Renewals have been strong so far this year and we are continuing to attract new members, which is partly due to the toy library visiting more children's centres on a monthly cycle. One of these centres is at the Barn in Clevedon, where we are setting up another toy library just for their centre, which we will continue to support on a regular basis every Monday morning.

The toy library once again supported @play in the parks, with lots of exciting equipment. A big thank you to the summer team, for all their help in delivering and setting up the equipment every day. This meant that I did

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not have to be on hand so much, which allowed more time for the toy library to be open during the summer holidays

Good news for the coming year is that Toy Library has secured some funding from the Quality Access fund being administered by North Somerset Council. This will help to replace some of broken and worn out toys and also bring in new ones and enable members to provide a quality service to the children in their care

A big thank you to our funders, North Somerset Council, for their continued support for the Toy Library and we look forward to working with them again next year

Ed Amphlett

And finally.....

A very big thank you to

- Ed (running a toy library single-handed is no easy task!),
- Jane, chair of the management committee, and to the committee members and volunteers,
- all our sessional staff (especially Steve) for all being so enthusiastic, energetic and for supporting children in every possible way. What a wonderful team!
- North Somerset Council and Clevedon, Portishead and Nailsea Town Councils for funding and supporting our events,
- North Somerset Ranger Service, for helping us in all sorts of practical ways,
- the Children's Centres, for joining us on some of our Fun Days in the parks

If you would like any further information, help or ideas, please contact Quita on 01934 844353, or e-mail me at playforum@wildmail.com

Financial Review

Unrestricted income received was £62,811 and restricted £54,407 during the year. Unrestricted expenditure amounted to £74,741 and restricted expenditure £41,358. The net result of this was an increase in total funds of £1,119.

Reserves Policy

It is the policy of the charity to maintain unrestricted funds at a level which equates to approximately three months unrestricted expenditure or £28,000. 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 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.

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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

Responsibilities of the Trustees

The trustees (who are also directors of North Somerset Play forum for the purposes of company law) are responsible for preparing the Trustees' Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice) Company law requires the trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charitable company and of the incoming resources and application of resources, including the income and expenditure, of the charitable company for that period. In preparing these financial statements, the trustees are required to

- select suitable accounting policies and then apply them consistently,
- observe the methods and principles in the Charities SORP,
- make judgments and estimates that are reasonable and prudent,
- state whether applicable UK Accounting Standards have been followed, subject to any material departures disclosed and explained in the financial statements,
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charitable company will continue in business

The trustees are responsible for keeping proper accounting records that disclose with reasonable accuracy at any time the financial position of the charitable company and enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the charitable company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities

Small company provisions

This report has been prepared in accordance with the special provisions for small companies under the Companies Act 2006

Registered office

Laurel Cottage
Star
Winscombe
North Somerset
BS24 1QE

Signed by order of the
Trustees


Jane Barber
Trustee

Approved by the Trustees on 16 12 . 2010

NORTH SOMERSET PLAY FORUM

INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES

YEAR ENDED 31 MARCH 2010

I report on the accounts of the Trust for the year ended 31 March 2010, which are set out on pages 9 to 18

Respective responsibilities of trustees and examiner

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year under Part 16 of the Companies Act 2006 and that an independent examination is needed. It is my responsibility to

examine the accounts (under section 43(3)(a) of the Charities Act 1993),
to follow the procedures laid down in the General Directions given by the

Charity Commissioners (under section 43(7)(b) of the 1993 Act), and
to state whether particular matters have come to my attention

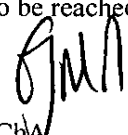
Basis of independent examiners' report

My examination was carried out in accordance with the General Directions given by the Charity Commissioners. 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 the seeking of explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit and, consequently, I do not express an audit opinion on the view given by the accounts.

Independent examiners' statement

In connection with my examination, no matter has come to my attention

which gives me reasonable cause to believe that, in any material respect, the requirements
(a) to keep accounting records in accordance with s386 of the Companies Act 2006, and
(b) to prepare accounts which accord with the accounting records and to comply with the accounting requirements of the Companies Act 2006 and the Statement of Recommended Practice Accounting and Reporting by Charities (revised 2005) have not been met, or
to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached


Ed Marsh ACA DChA
Burton Sweet Chartered Accountants
Pembroke House
15 Pembroke Road
Clifton
Bristol BS8 3BA

23rd December 2010

NORTH SOMERSET PLAY FORUM

STATEMENT OF FINANCIAL ACTIVITIES (Including Income & Expenditure Account)

YEAR ENDED 31 MARCH 2010

	Note	Unrestricted Funds £	Restricted Funds £	Total Funds 2010 £	Total Funds 2009 £
Incoming resources					
Incoming resources from generated funds					
Voluntary income	2	49,830	-	49,830	50,079
Investment income			-	-	96
Incoming resources from charitable activities	3	12,981	54,407	67,388	94,405
Total incoming resources		62,811	54,407	117,218	144,580
Resources expended					
Charitable activities	4	73,507	41,358	114,865	152,955
Governance costs	5	1,234	-	1,234	1,150
Total resources expended		74,741	41,358	116,099	154,105
Net incoming/(outgoing) resources before transfers		(11,930)	13,049	1,119	(9,525)
Gross transfers between funds		-	-	-	-
Net movement in funds		(11,930)	13,049	1,119	(9,525)
Total funds at 1 April 2009		2,067	11,391	13,458	22,983
Total funds at 31 March 2010	13	(9,863)	24,440	14,577	13,458

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 11 to 16 form part of these financial statements

NORTH SOMERSET PLAY FORUM
BALANCE SHEET
YEAR ENDED 31 MARCH 2010

	Note	2010 £	2009 £
Fixed assets			
Tangible assets	9	-	-
Current assets			
Debtors	10	3,641	3,704
Cash at bank		15,343	10,995
		<u>18,984</u>	<u>14,699</u>
Creditors amounts falling due within one year	11	<u>4,407</u>	<u>1,241</u>
Net current assets		14,577	13,458
Net assets		<u>14,577</u>	<u>13,458</u>
Funds			
Unrestricted funds	14	(9,863)	2,067
Restricted funds	14	24,440	11,391
		<u>14,577</u>	<u>13,458</u>

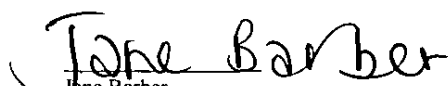
For the year ending 31 March 2010 the company was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies

Trustees' responsibilities

- The members have not required the company to obtain an audit of its accounts for the year in question in accordance with section 476,
- The directors acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of accounts

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

These financial statements were approved by the Trustees on 16.12.2010 and are signed on their behalf by


Jane Barber

The notes on pages 11 to 16 form part of these financial statements

NORTH SOMERSET PLAY FORUM
NOTES TO THE FINANCIAL STATEMENTS
YEAR ENDED 31 MARCH 2010

1 Accounting policies

- a) The financial statements have been prepared under the historical cost convention, and in accordance with the Companies Act 2006, 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
- All assets over £100 are capitalised
- 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 2010 £	Total Funds 2009 £
North Somerset Council	49,830	-	49,830	50,079
<i>EYDCP Service Level Agreement (SLA)</i>				
	49,830	-	49,830	50,079

NORTH SOMERSET PLAY FORUM
NOTES TO THE FINANCIAL STATEMENTS
YEAR ENDED 31 MARCH 2010

3 Incoming resources from charitable activities

	Unrestricted Funds £	Restricted Funds £	Total Funds 2010 £	Total Funds 2009 £
North Somerset Council <i>(Including activities, workshops, training reimbursement)</i>	12,981	54,407	67,388	90,751
Donations	-	-	-	1,130
Other project income <i>(Including membership, support staff, advertising, training)</i>	-	-	-	2,524
	<u>12,981</u>	<u>54,407</u>	<u>67,388</u>	<u>94,405</u>

4 Charitable expenditure

	Unrestricted Funds £	Restricted Funds £	Total Funds 2010 £	Total Funds 2009 £
Wages & salaries	34,984	23,049	58,033	70,862
Trainers, performers & playworkers	27,299	-	27,299	43,249
Travel & outings	2,189	255	2,444	4,170
Training workshop for adults	-	-	-	1,543
Equipment & materials	363	6,930	7,293	12,247
Venue hire	7,017	7,772	14,789	9,924
Running costs	1,444	3,352	4,796	10,721
Bank charges	211	-	211	239
	<u>73,507</u>	<u>41,358</u>	<u>114,865</u>	<u>152,955</u>

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

	Unrestricted Funds £	Restricted Funds £	Total Funds 2010 £	Total Funds 2009 £
Independent examiner's fees	1,234	-	1,234	1,150
	<u>1,234</u>	<u>-</u>	<u>1,234</u>	<u>1,150</u>

6 Net incoming resources for the year

This is stated after charging

	2010 £	2009 £
Depreciation	-	-
Independent examiner's fees	1,234	1,150
Reimbursement of trustees' expenses	-	-
Trustees' remuneration	-	-
	<u>-</u>	<u>-</u>

7 Staff costs and numbers

The aggregate payroll costs were

	Total 2010 £	Total 2009 £
Gross wages & salaries	53,245	64,724
Employer's national insurance	4,788	6,138
	<u>58,033</u>	<u>70,862</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

	2010 No	2009 No
Project staff	<u>2.0</u>	<u>2.5</u>

NORTH SOMERSET PLAY FORUM
NOTES TO THE FINANCIAL STATEMENTS
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8 Taxation

The charity is exempt from corporation tax on its charitable activities

9 Tangible fixed assets

	Office Equipment £
Cost	
At 1 April 2009 and 31 March 2010	260
Depreciation	
At 1 April 2009	260
Charge for the year	-
At 31 March 2010	260
Net book value	
At 31 March 2010	-
At 31 March 2009	-

10 Debtors

	2010 £	2009 £
Other debtors	-	-
Social security and other taxes	3,066	3,129
Prepayments	575	575
	<u>3,641</u>	<u>3,704</u>

11 Creditors amounts falling due within one year

	2010 £	2009 £
Trade creditors	-	-
Net wages	3,165	-
Other creditors	67	66
Accruals	1,175	1,175
	<u>4,407</u>	<u>1,241</u>

NORTH SOMERSET PLAY FORUM
NOTES TO THE FINANCIAL STATEMENTS
YEAR ENDED 31 MARCH 2010

12 Operating lease commitments

At 31 March 2010 the charity had annual commitments under non-cancellable operating leases as set out below

	Assets other than land & buildings	
	2010	2009
	£	£
Operating leases which expire		
Within 1 year	-	7,050
2 to 5 years	-	-

13 Movement in funds

	At 01-Apr 2009 £	Incoming resources £	Outgoing resources £	Transfers £	At 31-Mar 2010 £
Restricted funds					
North Somerset Council	11,391	54,407	(41,358)	-	24,440
	<u>11,391</u>	<u>54,407</u>	<u>(41,358)</u>	<u>-</u>	<u>24,440</u>
Unrestricted funds					
General funds	2,067	62,811	(74,741)	-	(9,863)
	<u>13,458</u>	<u>117,218</u>	<u>(116,099)</u>	<u>-</u>	<u>14,577</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

NORTH SOMERSET PLAY FORUM
NOTES TO THE FINANCIAL STATEMENTS
YEAR ENDED 31 MARCH 2010

14 Analysis of net assets between funds

	Tangible Fixed assets £	Other Net assets £	Total £
Restricted funds	-	24,440	24,440
Unrestricted funds	-	(9,863)	(9,863)
	-	14,577	14,577

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.