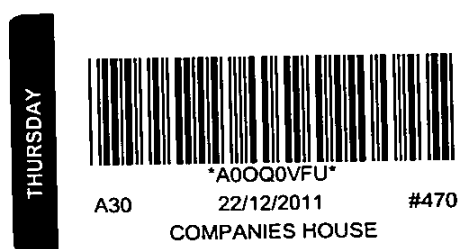


**NORTH SOMERSET PLAY FORUM  
FINANCIAL STATEMENTS  
31 MARCH 2011**

**Charity Number 1109353**

**Company Number 5206650**



# **NORTH SOMERSET PLAY FORUM**

## **FINANCIAL STATEMENTS**

**YEAR ENDED 31 MARCH 2011**

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# **NORTH SOMERSET PLAY FORUM**

## **TRUSTEES ANNUAL REPORT**

**YEAR ENDED 31 MARCH 2011**

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The Trustees have pleasure in presenting their report and the unaudited financial statements of the charity for the year ended 31 March 2011

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

Jane Barber  
Sue Sharps  
Olive Gascoigne

### **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 2011**

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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

#### **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

# **NORTH SOMERSET PLAY FORUM**

## **TRUSTEES ANNUAL REPORT**

**YEAR ENDED 31 MARCH 2011**

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### **Chairperson's Report**

@ PLAY has seen yet another busy, fun-filled year rush past – where has it gone? Our thanks go to North Somerset Council for their continued funding of our popular events in the current financial climate, also, thank you to their Ranger Service for supporting our Family Play Days in local parks

The Play Forum is seeking ways to become more sustainable in the longer term. We are currently looking for additional funding from other sources to support our services, including: tendering for local community based projects, developing themed parties/ arts & crafts sessions/ workshops (e.g. Pirate, Princess, Mosaic, CSI) with the support of the Toy Library; and looking at means of fundraising. We have built up such a multi-talented and enthusiastic team of playworkers and entertainers over the past 12 years that it would be a shame for us not to continue to provide free play activities in some form for local children and their families. We look forward to consolidating our links with the local Children's Centres, as well as developing new initiatives with other local organisations.

My thanks also go to Quita, who keeps it all going, to Ed, who is a complete star, and to my supportive Management Committee for their ongoing interest and enthusiasm for @ PLAY and its beliefs. Here's to 2012!

Jane Barber

### **Review of Activities and Future Developments**

With continued funding from North Somerset Council and the Town Councils, we have been able to run all our usual free outdoor activities again this year and more families than ever have come along to enjoy them. It is impossible to give exact numbers, but we have had three different staff members counting at each event and, once again, we estimate that a total of well over 19,000 people have attended throughout the year, which shows what a demand there is for such activities.

### **Family Fun Days**

We ran our fun days at Easter and for six days a week during the summer holidays. On these Family Fun Days, we take a transit van full of toys and play equipment to the parks and 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 parks, playing with bunks, 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 twelve 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).

# **NORTH SOMERSET PLAY FORUM**

## **TRUSTEES ANNUAL REPORT**

**YEAR ENDED 31 MARCH 2011**

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Here are just a couple of the remarks written in our comments book

- *It's been brilliant! Come every week and the children are all entertained – great activity encouraging use of outside space, exercise and meeting friends – and it brings the community together*
- *I NEED these events during the summer holidays! Really don't know how I would entertain my daughter all day every day otherwise! Good job well done*
- *Thank goodness for you as we can't afford to do much with the children in the school holidays. Thanks.*

### **Woodland Fair**

We held our well-attended, annual fair in Worlebury Woods in June, where families were able to have a go at all sorts of traditional country crafts, as well as arts and crafts activities, den-building and generally discovering Nature

### **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 twelfth multicultural festival, which was a happy, friendly, exciting weekend, with loads to do and see. A big thank you to everyone who helps each year to make this such a special event – a real melting pot of children and adults of all ages, backgrounds, cultures and abilities!

### **Halloween Party in the Park**

This was the last outdoor event of the year, with fire spinners, music, dancing, games, a Haunted House, and a firework display. Children and adults came in a variety of amazing and wonderful costumes, carrying lanterns and torches and, as usual, the park was brimming with people. 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 at various events organised by North Somerset Council throughout the year.

### **The North Somerset Toy Library**

The toy library has settled into its new home in Locking Road and membership is up. It now has much more space to display and store play equipment and parking is so much easier there than at the old premises. Some new toys and equipment have been bought with the funding from the Quality Access funds and more families than ever are benefitting from these, as Ed also takes them out to different children's centres in North Somerset every week. We are very grateful to North Somerset Council for continuing to fund the toy library.

# **NORTH SOMERSET PLAY FORUM**

## **TRUSTEES ANNUAL REPORT**

**YEAR ENDED 31 MARCH 2011**

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### **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 and to give people a sense of ownership of the areas in which they live.

**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 £64,574 and restricted £54,101 during the year. Unrestricted expenditure amounted to £63,424 and restricted expenditure £54,995. The net result of this was a increase in total funds of £256.

### **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 £29,000. This provides sufficient funds to cover management and administration and support costs in the event of a significant drop in funding. At year end free reserves were £10,575, this is currently below the target level and the trustees are looking at ways to increase their free reserves.

# **NORTH SOMERSET PLAY FORUM**

## **TRUSTEES ANNUAL REPORT**

**YEAR ENDED 31 MARCH 2011**

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### **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 manage those risks. In future the Trustees will carry out an annual review of the risks faced and the procedures established to manage 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 2011**

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### **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

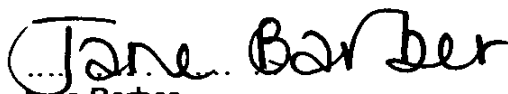
### **Small company provisions**

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 19.12. . . . . 2011

# **NORTH SOMERSET PLAY FORUM**

## **INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES**

**YEAR ENDED 31 MARCH 2011**

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I report on the accounts of the Trust for the year ended 31 March 2011, which are set out on pages 9 to 16

### *Respective responsibilities of trustees and examiner*

The trustees (who are also the directors of the company for the purposes of company law) are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year under section 43(2) of the Charities Act 1993 (the 1993 Act) and that an independent examination is needed.

Having satisfied myself that the charity is not subject to audit under company law and is eligible for independent examination, it is my responsibility to

- examine the accounts under section 43 of the 1993 Act,
- to follow the procedures laid down in the General Directions given by the Charity Commission under section 43(7)(b) of the 1993 Act, and
- to state whether particular matters have come to my attention

### *Basis of independent examiner's report*

My examination was carried out in accordance with the General Directions given by the Charity Commission. 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, no opinion is given as to whether the accounts present a 'true and fair view' and the report is limited to those matters set out in the statement below.

### *Independent examiner's 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



21st December 2011

# **NORTH SOMERSET PLAY FORUM**

## **STATEMENT OF FINANCIAL ACTIVITIES (Including Income & Expenditure Account)**

**YEAR ENDED 31 MARCH 2011**

	Note	Unrestricted Funds £	Restricted Funds £	Total Funds 2011 £	Total Funds 2010 £
<b>Incoming resources</b>					
Incoming resources from generated funds					
Voluntary income	2	49,830	-	49,830	49,830
Incoming resources from charitable activities	3	14,744	54,101	68,845	67,388
<b>Total incoming resources</b>		<b>64,574</b>	<b>54,101</b>	<b>118,675</b>	<b>117,218</b>
<b>Resources expended</b>					
Charitable activities	4	62,104	54,995	117,099	114,865
Governance costs	5	1,320	-	1,320	1,234
<b>Total resources expended</b>		<b>63,424</b>	<b>54,995</b>	<b>118,419</b>	<b>116,099</b>
<b>Net incoming/(outgoing) resources before transfers</b>		<b>1,150</b>	<b>(894)</b>	<b>256</b>	<b>1,119</b>
<b>Total funds at 1 April 2010</b>		<b>9,425</b>	<b>5,152</b>	<b>14,577</b>	<b>13,458</b>
<b>Total funds at 31 March 2011</b>	13	<b>10,575</b>	<b>4,258</b>	<b>14,833</b>	<b>14,577</b>

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 2011**

	Note	2011 £	2010 £
<b>Fixed assets</b>			
Tangible assets	9	-	-
<b>Current assets</b>			
Debtors	10	97	3,641
Cash at bank		23,366	15,343
		<u>23,463</u>	<u>18,984</u>
<b>Creditors : amounts falling due within one year</b>	11	<u>8,630</u>	<u>4,407</u>
Net current assets		14,833	14,577
<b>Net assets</b>		<u>14,833</u>	<u>14,577</u>
<b>Funds</b>			
Unrestricted funds	14	10,575	(9,863)
Restricted funds	14	4,258	24,440
		<u>14,833</u>	<u>14,577</u>

For the year ending 31 March 2011 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 19.12.2011 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 2011**

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**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

During the year a review of the restricted funds have been carried out, this has resulted in the opening balances being restated

- 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 £500 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 2011 £	Total Funds 2010 £
North Somerset Council	49,830	-	49,830	49,830
EYDCP Service Level Agreement (SLA)	49,830	-	49,830	49,830

**NORTH SOMERSET PLAY FORUM**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**YEAR ENDED 31 MARCH 2011**

**3 Incoming resources from charitable activities**

	<b>Unrestricted Funds £</b>	<b>Restricted Funds £</b>	<b>Total Funds 2011 £</b>	<b>Total Funds 2010 £</b>
North Somerset Council <i>(Including activities, workshops, training reimbursement)</i>	9,388	54,101	63,489	67,388
Donations	1,760	-	1,760	-
Nailsea & Portishead Town Councils	3,596	-	3,596	-
	<b>14,744</b>	<b>54,101</b>	<b>68,845</b>	<b>67,388</b>

**4 Charitable expenditure**

	<b>Unrestricted Funds £</b>	<b>Restricted Funds £</b>	<b>Total Funds 2011 £</b>	<b>Total Funds 2010 £</b>
Wages & salaries	22,013	23,049	45,062	58,033
Trainers, performers & playworkers	27,999	-	27,999	27,299
Travel & outings	391	80	471	2,444
Equipment & materials	1,717	21,839	23,556	7,293
Venue hire	6,278	7,471	13,749	14,789
Running costs	3,486	2,556	6,042	4,796
Bank charges	220	-	220	211
	<b>62,104</b>	<b>54,995</b>	<b>117,099</b>	<b>114,865</b>

**NORTH SOMERSET PLAY FORUM**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**YEAR ENDED 31 MARCH 2011**

**5 Governance costs**

	<b>Unrestricted Funds £</b>	<b>Restricted Funds £</b>	<b>Total Funds 2011 £</b>	<b>Total Funds 2010 £</b>
Independent examiner's fees	1,320	-	1,320	1,234
	<u>1,320</u>	<u>-</u>	<u>1,320</u>	<u>1,234</u>

**6 Net incoming resources for the year**

This is stated after charging:

	<b>2011 £</b>	<b>2010 £</b>
Depreciation	-	-
Independent examiner's fees	1,320	1,234
Reimbursement of trustees' expenses	-	-
Trustees' remuneration	-	-
	<u>-</u>	<u>-</u>

**7 Staff costs and numbers**

The aggregate payroll costs were

	<b>Total 2011 £</b>	<b>Total 2010 £</b>
Gross wages & salaries	40,776	53,245
Employer's national insurance	4,286	4,788
	<u>45,062</u>	<u>58,033</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

	<b>2011 No.</b>	<b>2010 No</b>
Project staff	<u>2.0</u>	<u>2.0</u>

**NORTH SOMERSET PLAY FORUM**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**YEAR ENDED 31 MARCH 2011**

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**8 Taxation**

The charity is exempt from corporation tax on its charitable activities

**9 Tangible fixed assets**

	Office Equipment £
<b>Cost</b>	
At 1 April 2010	260
At 31 March 2011	260
<b>Depreciation</b>	
At 1 April 2010	260
Charge for the year	-
At 31 March 2011	260
<b>Net book value</b>	
At 31 March 2011	-
At 31 March 2010	-

**10 Debtors**

	2011 £	2010 £
Social security and other taxes	-	3,066
Prepayments	97	575
	97	3,641

**11 Creditors: amounts falling due within one year**

	2011 £	2010 £
Net wages	3,624	3,165
Other creditors	3,486	67
Accruals	1,520	1,175
	8,630	4,407



**NORTH SOMERSET PLAY FORUM**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**YEAR ENDED 31 MARCH 2011**

**12 Operating lease commitments**

At 31 March 2011 the charity had annual commitments under non-cancellable operating leases as set out below

	land & buildings	
	2011	2010
	£	£
<b>Operating leases which expire:</b>		
Within 1 year	6,752	6,752

**13 Movement in funds**

	At 01-Apr 2010 Restated £	Incoming resources £	Outgoing resources £	Transfers £	At 31-Mar 2011 £
<b>Restricted funds</b>					
North Somerset Council	5,152	54,101	(54,995)	-	4,258
	<u>5,152</u>	<u>54,101</u>	<u>(54,995)</u>	<u>-</u>	<u>4,258</u>
<b>Unrestricted funds</b>					
General funds	9,425	64,574	(63,424)	-	10,575
	<u>14,577</u>	<u>118,675</u>	<u>(118,419)</u>	<u>-</u>	<u>14,833</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 2011**

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**14 Analysis of net assets between funds**

	<b>Tangible Fixed assets £</b>	<b>Other Net assets £</b>	<b>Total £</b>
<b>Restricted funds</b>	-	4,258	4,258
<b>Unrestricted funds</b>	-	10,575	10,575
	-	14,833	14,833

**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.