

Company registration number: 7285867

Charity registration number: 1136915

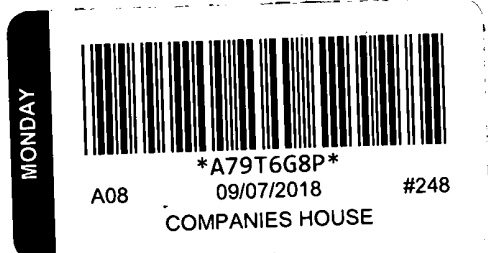
# The Peter Pan Centre Ltd

(A company limited by guarantee)

Annual Report and Financial Statements

for the Year Ended 31 October 2017

Lisa Healings FCCA  
The Dudson Centre  
Hope Street  
Stoke on Trent  
Staffordshire  
ST1 5DD



# **The Peter Pan Centre Ltd**

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## **The Peter Pan Centre Ltd**

### **Reference and Administrative Details**

<b>Trustees</b>	Mr C I Barcroft Mrs K Fender (resigned 28 November 2017) Mrs D C McVey Mrs S Passmore Mr G C Wilson
<b>Secretary</b>	Ms A J Price
<b>Senior Management Team</b>	Sarah McDowell Amanda Price
<b>Principal Office</b>	Peter Pan Centre Hoon Avenue Newcastle Under Lyme Staffordshire ST5 9NY  The charity is incorporated in England & Wales.
<b>Company Registration Number</b>	7285867
<b>Charity Registration Number</b>	1136915
<b>Bankers</b>	National Westminster Bank 75 High Street Newcastle Staffordshire ST5 1PN
<b>Independent Examiner</b>	Lisa Healings FCCA The Dudson Centre Hope Street Stoke on Trent Staffordshire ST1 5DD

## **The Peter Pan Centre Ltd**

### **Chairman's Report for the Year Ended 31 October 2017**

I reported that last year 2016, was a difficult year and to counter act this we refined our strategy with regard to focusing more on fundraising, whilst streamlining our core base.

I am pleased to confirm that these measures have been successful and we have achieved a surplus for the year of approximately £39,000 which has gone a long way to improving the sustainability of the Centre.

This substantially improved position has only been made possible by the generosity and commitment of our ongoing and new donors and supporters, throughout the local community and corporate businesses.

I would also like to specifically mention Children in Need who during the year confirmed their financial backing of the Centre for a further 3 years through to 31 October 2019.

We continue to deliver services of the highest standard and remain rated Outstanding in all Areas with Ofsted. Around 80 children and their families throughout the year have accessed the Centre. The feedback offered by our service users continues to be very positive and highlights many benefits felt by the continuation of our care and support, with many of our children joining mainstream education when they are ready.

I would like to thank our staff, trustees, volunteers and supporters for their ongoing commitment to the charity. Their dedication, expertise and support makes a difference to the children and families who use the Centre and are all very proud to have helped such a worthwhile cause.



Mr G C Wilson  
Trustee

## **The Peter Pan Centre Ltd**

### **Trustees Report (incorporating the Director's Report)**

The trustees, who are directors for the purposes of company law, present the annual report together with the financial statements of the charitable company for the year ended 31 October 2017.

#### **Trustees**

Mr C I Barcroft

Mrs K Fender (resigned 28 November 2017)

Mrs D C McVey

Mrs S Passmore

Mr G C Wilson

#### **Objectives and activities**

##### ***Objects and aims***

- To provide exceptional care, support and education to children from birth to five with a range of additional needs such as communication delays and disorders, physical delays, visual and hearing impairments, autistic spectrum disorder, and medical conditions such as syndromes and genetic mutations. This support aims to enable children to make rapid progress towards life skills and independence.
- To support families in meeting their children's needs through formal support such as advice and strategies and training in skills such as First Aid, Makaton and Behaviour management and informal emotional support.
- To take a holistic approach when supporting children and families and sign post to different services and organisations that can offer support outside of our own remit. This may include health services, Home Start and Children's services.
- To liaise with health and education professionals to ensure a coordinated package of support for children and consistency of care throughout. We also work closely with the local education authority to ensure statutory assessment is carried out in a timely manner to obtain the correct level of support for children both at the Centre and ready for their journey into formal schooling. We have strong links with our local professionals such as speech and language therapists, physiotherapists, occupational therapist and educational psychologists.
- To support transitions for children and families into their next or additional setting. This can include assisting families to view and choose settings, and planning and coordinating the transition plan. The transition plans are flexible according to children's needs and usually include visits to the new setting and a visit to the child at the Centre for the new practitioners.
- Our staff and volunteers time and skills are fully utilised to support families and we regularly access training and support to ensure we continue to strive for outstanding practice in all areas.
- To adhere to and promote the Special Educational Needs and Disabilities Code of Practice, the Early Years Foundation Stage and the Equality Act.
- To secure ongoing sustainable income. We actively fundraise to cover the costs of the Centre service on an annual basis.
- To raise the profile of the Centre as Outstanding and inspiring provision for young and families' children with special educational needs.

## **The Peter Pan Centre Ltd**

### **Trustees Report (incorporating the Director's Report)**

- To adhere to the Special Educational Needs Code of Practice, which sets out guidance and procedures aimed at ensuring children reach their full potential, and are fully included in Centre.
- To deliver the Early Years Foundation Stage Framework (EYFS), which aims to ensure every child gets the best possible start in life and support that enables them to fulfil their potential.

The EYFS seeks to provide quality and consistency in early years settings so that every child makes good progress, a secure foundation through learning and development opportunities which are planned around the needs and interests of each individual child and are assessed and reviewed regularly, partnership working between practitioners and parents and carers, equality of opportunity and anti discriminatory practice, ensuring every child is included and supported. The four overarching principles of the EYFS are unique child, positive relationships, enabling environments and learning and development.

- To support each child, we produce a plan of targets in partnership with parents and carers and other professionals supporting the individual child.
- To secure ongoing sustainable income. We actively fundraise in order to raise monies to cover the service we provide on a yearly basis.

#### ***Public benefit***

Our main activities and who we try to help are described below. All of our charitable activities focus on the care and education of young children with special needs and to provide the parents of such children with support and respite.

The trustees confirm that they have complied with the requirements of section 4 of the Charities Act 2011 to have due regard to the public benefit guidance published by the Charity Commission for England and Wales.

#### **Structure, governance and management**

##### ***Nature of governing document***

The charity is a company limited by guarantee and the governing document is the Memorandum and Articles of Association. There are no specific restrictions imposed by the governing document.

##### ***Recruitment and appointment of trustees***

Trustees are appointed to provide support and direction for key areas of the charity's activities. Trustees are required to number a minimum of 3.

##### ***Induction and training of trustees***

All new trustees are given a thorough induction and offered training, if appropriate.

##### ***Organisational structure***

The trustees meet regularly to manage and direct the work of the charity. The charity employs managers who are responsible for the operation of the Centre, fundraising and administration and finance on a day to day basis.

All significant risks are reviewed regularly by the trustees and the management team. Due to the nature of our charity, safeguarding and educational issues are given significant priority.

#### **Financial review**

The total incoming resources in the year were £249,848 ( 2016-£199,156)

The total resources expended amounted to £211,246 ( 2016-239,536)

This resulted in a net inflow of funds for the year of £38,602 (2016- outflow of £39,597)

## **The Peter Pan Centre Ltd**

### **Trustees Report (incorporating the Director's Report)**

#### ***Policy on reserves***

Total reserves at 31 October 2017 totalled £140,217 (2016 £101,615). We frequently have a 3 to 4 year commitment to children who use the Centre and we are also seeking to prudently increase both the number of sessions and the number of children/families we support when finances permit. In addition, the Centre is dependent upon fundraising to exist.

Accordingly the Trustees endeavour to maintain sufficient funds in the charity to provide resources adequate for at least six months uninterrupted services. I am pleased to report that our refocused fund raising efforts and the cost cutting measures we introduced towards the end of 2016 have been successful and we have been able to strengthen our financial reserves. Nevertheless the fundraising market remains difficult and we continue to adopt a prudent approach.

As the setting currently has a 25 year life span the Trustees have deemed it prudent to start to build a designated Major Works Fund. This currently stands at £15,000 following a transfer from general reserves of £5000 during the year.

This report has been prepared in accordance with the special provisions for small companies under Part 15 of the Companies Act 2006

The annual report was approved by the trustees of the charity on 15/3/18 and signed on its behalf by:



Mr G C Wilson  
Trustee

## The Peter Pan Centre Ltd

### Independent Examiner's Report to the trustees of The Peter Pan Centre Ltd

I report on the accounts of the charity for the year ended 31 October 2017 which are set out on pages 7 to 21 .

#### 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 trustees consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 (the 2011 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 145 of the 2011 Act;
- to follow the procedures laid down in the general Directions given by the Charity Commission under section 145(5)(b) of the 2011 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 seeking 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

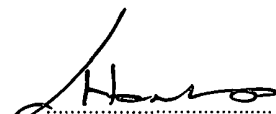
In connection with my examination, no matter has come to my attention:

(1) which gives me reasonable cause to believe that in any material respect the requirements:

- to keep accounting records in accordance with section 386 of the Companies Act 2006; and
- to prepare accounts which accord with the accounting records, comply with the accounting requirements of section 396 of the Companies Act 2006 and with the methods and principles of the Statement of Recommended Practice: Accounting and Reporting by Charities

have not been met; or

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



.....  
Lisa Healings FCCA  
FCCA

The Dudson Centre  
Hope Street  
Stoke on Trent  
Staffordshire  
ST1 5DD

Date:..... 8/5/18



# The Peter Pan Centre Ltd

## Statement of Financial Activities for the Year Ended 31 October 2017 (Including Income and Expenditure Account and Statement of Total Recognised Gains and Losses)

	Note	Unrestricted funds £	Restricted funds £	Total 2017 £
<b>Income and Endowments from:</b>				
Donations and legacies	3	170,963	38,411	209,374
Charitable activities	4	25,006	-	25,006
Other trading activities	5	14,751	-	14,751
Investment income	6	717	-	717
Total Income		<u>211,437</u>	<u>38,411</u>	<u>249,848</u>
<b>Expenditure on:</b>				
Raising funds	7	(11,332)	-	(11,332)
Charitable activities	8	<u>(160,845)</u>	<u>(39,069)</u>	<u>(199,914)</u>
Total Expenditure		<u>(172,177)</u>	<u>(39,069)</u>	<u>(211,246)</u>
Net income/(expenditure)		<u>39,260</u>	<u>(658)</u>	<u>38,602</u>
Net movement in funds		39,260	(658)	38,602
<b>Reconciliation of funds</b>				
Total funds brought forward		<u>95,230</u>	<u>6,385</u>	<u>101,615</u>
Total funds carried forward	19	<u><u>134,490</u></u>	<u><u>5,727</u></u>	<u><u>140,217</u></u>

# The Peter Pan Centre Ltd

## Statement of Financial Activities for the Year Ended 31 October 2017 (Including Income and Expenditure Account and Statement of Total Recognised Gains and Losses)

	Note	Unrestricted funds £	Restricted funds £	Total 2016 £
<b>Income and Endowments from:</b>				
Donations and legacies	3	123,674	33,505	157,179
Charitable activities	4	24,991	-	24,991
Other trading activities	5	15,155	-	15,155
Investment income	6	1,831	-	1,831
<b>Total Income</b>		<b>165,651</b>	<b>33,505</b>	<b>199,156</b>
<b>Expenditure on:</b>				
Raising funds	7	(7,600)	-	(7,600)
Charitable activities	8	(198,899)	(33,037)	(231,936)
<b>Total Expenditure</b>		<b>(206,499)</b>	<b>(33,037)</b>	<b>(239,536)</b>
Gains/losses on investment assets		783	-	783
<b>Net (expenditure)/income</b>		<b>(40,065)</b>	<b>468</b>	<b>(39,597)</b>
<b>Net movement in funds</b>		<b>(40,065)</b>	<b>468</b>	<b>(39,597)</b>
<b>Reconciliation of funds</b>				
Total funds brought forward		135,295	5,917	141,212
Total funds carried forward	19	95,230	6,385	101,615

All of the charity's activities derive from continuing operations during the above two periods.

The funds breakdown for 2016 is shown in note 19.

**The Peter Pan Centre Ltd**  
**(Registration number: 7285867)**  
**Balance Sheet as at 31 October 2017**

	Note	2017 £	2016 £
<b>Fixed assets</b>			
Tangible assets	15	2,422	3,032
Investments	16	<u>50</u>	<u>50</u>
		<u>2,472</u>	<u>3,082</u>
<b>Current assets</b>			
Debtors	17	22,170	5,717
Cash at bank and in hand		<u>122,546</u>	<u>100,799</u>
		144,716	106,516
<b>Creditors: Amounts falling due within one year</b>	18	<u>(6,971)</u>	<u>(7,983)</u>
<b>Net current assets</b>		<u>137,745</u>	<u>98,533</u>
<b>Net assets</b>		<u>140,217</u>	<u>101,615</u>
<b>Funds of the charity:</b>			
<b>Restricted funds</b>		5,727	6,385
<b>Unrestricted income funds</b>			
Unrestricted funds		<u>134,490</u>	<u>95,230</u>
<b>Total funds</b>	19	<u>140,217</u>	<u>101,615</u>

**The Peter Pan Centre Ltd**  
**(Registration number: 7285867)**  
**Balance Sheet as at 31 October 2017**

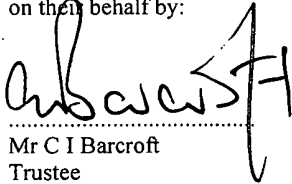
For the financial year ending 31 October 2017 the charity was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.


**Directors' responsibilities:**

- The members have not required the charity to obtain an audit of its accounts for the year in question in accordance with section 476; and
- 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.

The financial statements on pages 7 to 21 were approved by the trustees, and authorised for issue on 15/3/18 and signed on their behalf by:

  
.....  
Mr C I Barcroft  
Trustee

  
.....  
Mr G C Wilson  
Trustee

# **The Peter Pan Centre Ltd**

## **Notes to the Financial Statements for the Year Ended 31 October 2017**

### **1 Charity status**

The charity is a charity limited by guarantee and consequently does not have share capital. Each of the trustees is liable to contribute an amount not exceeding £10 towards the assets of the charity in the event of liquidation.

### **2 Accounting policies**

#### **Summary of significant accounting policies and key accounting estimates**

The principal accounting policies applied in the preparation of these financial statements are set out below. These policies have been consistently applied to all the years presented, unless otherwise stated.

#### **Statement of compliance**

The financial statements have been prepared in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2015) - (Charities SORP (FRS 102)), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Companies Act 2006.

#### **Basis of preparation**

The Peter Pan Centre Ltd meets the definition of a public benefit entity under FRS 102. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy notes.

#### **Going concern**

The trustees consider that there are no material uncertainties about the charity's ability to continue as a going concern nor any significant areas of uncertainty that affect the carrying value of assets held by the charity.

#### **Exemption from preparing a cash flow statement**

The charity opted to early adopt Bulletin 1 published on 2 February 2016 and have therefore not included a cash flow statement in these financial statements.

#### **Income and endowments**

All income is recognised once the charity has entitlement to the income, it is probable that the income will be received and the amount of the income receivable can be measured reliably.

#### **Donations and legacies**

Donations are recognised when the charity has been notified in writing of both the amount and settlement date. In the event that a donation is subject to conditions that require a level of performance by the charity before the charity is entitled to the funds, the income is deferred and not recognised until either those conditions are fully met, or the fulfilment of those conditions is wholly within the control of the charity and it is probable that these conditions will be fulfilled in the reporting period.

#### **Grants receivable**

Grants are recognised when the charity has an entitlement to the funds and any conditions linked to the grants have been met. Where performance conditions are attached to the grant and are yet to be met, the income is recognised as a liability and included on the balance sheet as deferred income to be released.

#### **Investment income**

Interest on funds held on deposit is included when receivable and the amount can be measured reliably by the charity; this is normally upon notification of the interest paid or payable by the bank.

## **The Peter Pan Centre Ltd**

### **Notes to the Financial Statements for the Year Ended 31 October 2017**

#### **Expenditure**

All expenditure is recognised once there is a legal or constructive obligation to that expenditure, it is probable settlement is required and the amount can be measured reliably. All costs are allocated to the applicable expenditure heading that aggregate similar costs to that category. Where costs cannot be directly attributed to particular headings they have been allocated on a basis consistent with the use of resources, with central staff costs allocated on the basis of time spent, and depreciation charges allocated on the portion of the asset's use. Other support costs are allocated based on the spread of staff costs.

#### ***Raising funds***

These are costs incurred in attracting voluntary income, the management of investments and those incurred in trading activities that raise funds.

#### ***Charitable activities***

Charitable expenditure comprises those costs incurred by the charity in the delivery of its activities and services for its beneficiaries. It includes both costs that can be allocated directly to such activities and those costs of an indirect nature necessary to support them.

#### **Support costs**

Support costs include central functions and have been allocated to activity cost categories on a basis consistent with the use of resources, for example, allocating property costs by floor areas, or per capita, staff costs by the time spent and other costs by their usage.

#### **Governance costs**

These include the costs attributable to the charity's compliance with constitutional and statutory requirements, including audit, strategic management and trustees's meetings and reimbursed expenses.

#### **Taxation**

The charity is considered to pass the tests set out in Paragraph 1 Schedule 6 of the Finance Act 2010 and therefore it meets the definition of a charitable company for UK corporation tax purposes. Accordingly, the charity is potentially exempt from taxation in respect of income or capital gains received within categories covered by Chapter 3 Part 11 of the Corporation Tax Act 2010 or Section 256 of the Taxation of Chargeable Gains Act 1992, to the extent that such income or gains are applied exclusively to charitable purposes.

## **The Peter Pan Centre Ltd**

### **Notes to the Financial Statements for the Year Ended 31 October 2017**

#### **Depreciation and amortisation**

Depreciation is provided on tangible fixed assets so as to write off the cost or valuation, less any estimated residual value, over their expected useful economic life as follows:

<b>Asset class</b>	<b>Depreciation method and rate</b>
Office Equipment	4 years straight line
Nursery equipment	4 years straight line

#### **Trade debtors**

Trade debtors are amounts due from customers for merchandise sold or services performed in the ordinary course of business.

Trade debtors are recognised initially at the transaction price. They are subsequently measured at amortised cost using the effective interest method, less provision for impairment. A provision for the impairment of trade debtors is established when there is objective evidence that the charity will not be able to collect all amounts due according to the original terms of the receivables.

#### **Cash and cash equivalents**

Cash and cash equivalents comprise cash on hand and call deposits, and other short-term highly liquid investments that are readily convertible to a known amount of cash and are subject to an insignificant risk of change in value.

#### **Trade creditors**

Trade creditors are obligations to pay for goods or services that have been acquired in the ordinary course of business from suppliers. Accounts payable are classified as current liabilities if the charity does not have an unconditional right, at the end of the reporting period, to defer settlement of the creditor for at least twelve months after the reporting date. If there is an unconditional right to defer settlement for at least twelve months after the reporting date, they are presented as non-current liabilities.

Trade creditors are recognised initially at the transaction price and subsequently measured at amortised cost using the effective interest method.

#### **Fund structure**

Unrestricted income funds are general funds that are available for use at the trustees's discretion in furtherance of the objectives of the charity.

Designated funds are unrestricted funds set aside for specific purposes at the discretion of the trustees.

Restricted income funds are those donated for use in a particular area or for specific purposes, the use of which is restricted to that area or purpose.

## **The Peter Pan Centre Ltd**

### **Notes to the Financial Statements for the Year Ended 31 October 2017**

#### **Financial instruments**

##### ***Classification***

Financial assets and financial liabilities are recognised when the charity becomes a party to the contractual provisions of the instrument.

Financial liabilities and equity instruments are classified according to the substance of the contractual arrangements entered into. An equity instrument is any contract that evidences a residual interest in the assets of the charity after deducting all of its liabilities.

##### ***Recognition and measurement***

All financial assets and liabilities are initially measured at transaction price (including transaction costs), except for those financial assets classified as at fair value through profit or loss, which are initially measured at fair value (which is normally the transaction price excluding transaction costs), unless the arrangement constitutes a financing transaction. If an arrangement constitutes a financing transaction, the financial asset or financial liability is measured at the present value of the future payments discounted at a market rate of interest for a similar debt instrument.

Financial assets and liabilities are only offset in the statement of financial position when, and only when there exists a legally enforceable right to set off the recognised amounts and the charity intends either to settle on a net basis, or to realise the asset and settle the liability simultaneously.

Financial assets are derecognised when and only when a) the contractual rights to the cash flows from the financial asset expire or are settled, b) the charity transfers to another party substantially all of the risks and rewards of ownership of the financial asset, or c) the charity, despite having retained some, but not all, significant risks and rewards of ownership, has transferred control of the asset to another party.

Financial liabilities are derecognised only when the obligation specified in the contract is discharged, cancelled or expires.

##### ***Derivative financial instruments***

The charity uses derivative financial instruments to reduce exposure to foreign exchange risk and interest rate movements. The charity does not hold or issue derivative financial instruments for speculative purposes.

Derivatives are initially recognised at fair value at the date a derivative contract is entered into and are subsequently remeasured to their fair value at each reporting date. The resulting gain or loss is recognised in statement of financial activities immediately unless the derivative is designated and effective as a hedging instrument, in which event the timing of the recognition in statement of financial activities depends on the nature of the hedge relationship.

##### ***Fair value measurement***

The best evidence of fair value is a quoted price for an identical asset in an active market. When quoted prices are unavailable, the price of a recent transaction for an identical asset provides evidence of fair value as long as there has not been a significant change in economic circumstances or a significant lapse of time since the transaction took place. If the market is not active and recent transactions of an identical asset on their own are not a good estimate of fair value, the fair value is estimated by using a valuation technique.



# The Peter Pan Centre Ltd

## Notes to the Financial Statements for the Year Ended 31 October 2017

### 3 Income from donations and legacies

	Unrestricted funds	Restricted funds	Total 2017	Total 2016
	General £	£	£	£
Donations and legacies;				
Donations from individuals	146,442	-	146,442	106,724
Grants, including capital grants;				
Grants from other charities	24,521	38,411	62,932	50,455
	<u>170,963</u>	<u>38,411</u>	<u>209,374</u>	<u>157,179</u>

### 4 Income from charitable activities

	Unrestricted funds	Total 2017	Total 2016
	General £	£	£
Fees	11,655	11,655	10,565
Council Fees	13,351	13,351	14,426
	<u>25,006</u>	<u>25,006</u>	<u>24,991</u>

### 5 Income from other trading activities

	Unrestricted funds	Total 2017	Total 2016
	General £	£	£
Local fundraising and street collection income	14,751	14,751	15,155
	<u>14,751</u>	<u>14,751</u>	<u>15,155</u>

### 6 Investment income

	Unrestricted funds	Total 2017	Total 2016
	General £	£	£
Income from dividends;			
Dividends receivable from other listed investments	-	-	984
Interest receivable and similar income;			
Interest receivable on bank deposits	717	717	847
	<u>717</u>	<u>717</u>	<u>1,831</u>

# The Peter Pan Centre Ltd

## Notes to the Financial Statements for the Year Ended 31 October 2017

### 7 Expenditure on raising funds

#### a) Costs of generating donations and legacies

	Unrestricted funds	Total 2017	Total 2016
	General £	£	£
Other direct costs of generating voluntary income	11,332	11,332	7,600

### 8 Expenditure on charitable activities

	Activity undertaken directly £	Activity support costs £	Total 2017 £	Total 2016 £
Staff costs	162,410	-	162,410	183,629
Staff training	302	-	302	1,458
Travel and subsistence	385	-	385	1,397
Refreshments, small toys & play	4,756	-	4,756	3,541
Premises costs	-	12,363	12,363	11,175
Office costs	-	14,752	14,752	22,327
Other expenses	-	1,099	1,099	701
Depreciation	-	610	610	568
Professional fees	-	1,347	1,347	1,260
Advertising	-	1,170	1,170	5,280
Independent Examiners fees	-	720	720	600
	<u>167,853</u>	<u>32,061</u>	<u>199,914</u>	<u>231,936</u>

£160,845 (2016 - £198,899) of the above expenditure was attributable to unrestricted funds and £39,069 (2016 - £33,037) to restricted funds.

# The Peter Pan Centre Ltd

## Notes to the Financial Statements for the Year Ended 31 October 2017

### 9 Analysis of governance and support costs

#### Governance costs

	Unrestricted funds		
	General £	Total 2017 £	Total 2016 £
Independent examiner fees			
Examination of the financial statements	720	720	600
Legal fees	1,347	1,347	1,260
	<u>2,067</u>	<u>2,067</u>	<u>1,860</u>

### 10 Net incoming/outgoing resources

Net incoming/(outgoing) resources for the year include:

	2017 £	2016 £
Depreciation of fixed assets	<u>610</u>	<u>568</u>

### 11 Trustees remuneration and expenses

No trustees, nor any persons connected with them, have received any remuneration from the charity during the year.

No trustees have received any reimbursed expenses or any other benefits from the charity during the year.

### 12 Staff costs

The aggregate payroll costs were as follows:

	2017 £	2016 £
<b>Staff costs during the year were:</b>		
Wages and salaries	151,586	172,329
Social security costs	7,199	9,487
Pension costs	3,625	1,813
	<u>162,410</u>	<u>183,629</u>

The monthly average number of persons (including senior management team) employed by the charity during the year expressed as full time equivalents was as follows:

	2017 No	2016 No
Directors (unpaid)	5	5
Administration and supervisory staff	2	2
Nursery Staff	8	9
	<u>15</u>	<u>16</u>

## The Peter Pan Centre Ltd

### Notes to the Financial Statements for the Year Ended 31 October 2017

Contributions to the employee pension schemes for the year totalled £3,625 (2016 - £1,812).

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

The total employee benefits of the key management personnel of the charity were £67,648 (2016 - £98,637).

#### 13 Independent examiner's remuneration

	2017 £	2016 £
Examination of the financial statements	<u>720</u>	<u>600</u>

#### 14 Taxation

The charity is a registered charity and is therefore exempt from taxation.

#### 15 Tangible fixed assets

	Land and buildings £	Furniture and equipment £	Nursery Equipment £	Total £
<b>Cost</b>				
At 1 November 2016	<u>2,171</u>	<u>20,545</u>	<u>17,988</u>	<u>40,704</u>
At 31 October 2017	<u>2,171</u>	<u>20,545</u>	<u>17,988</u>	<u>40,704</u>
<b>Depreciation</b>				
At 1 November 2016	-	19,684	17,988	37,672
Charge for the year	<u>-</u>	<u>610</u>	<u>-</u>	<u>610</u>
At 31 October 2017	<u>-</u>	<u>20,294</u>	<u>17,988</u>	<u>38,282</u>
<b>Net book value</b>				
At 31 October 2017	<u>2,171</u>	<u>251</u>	<u>-</u>	<u>2,422</u>
At 31 October 2016	<u>2,171</u>	<u>861</u>	<u>-</u>	<u>3,032</u>

Included within the net book value of land and buildings above is £Nil (2016 - £Nil) in respect of freehold land and buildings and £2,171 (2016 - £2,171) in respect of leaseholds.

# **The Peter Pan Centre Ltd**

## **Notes to the Financial Statements for the Year Ended 31 October 2017**

### **16 Fixed asset investments**

	2017 £	2016 £
Other investments	<u>50</u>	<u>50</u>

### **17 Debtors**

	2017 £	2016 £
Prepayments	2,370	2,000
Other debtors	<u>19,800</u>	<u>3,717</u>
	<u>22,170</u>	<u>5,717</u>

### **18 Creditors: amounts falling due within one year**

	2017 £	2016 £
Trade creditors	3,206	4,225
Accruals	<u>3,765</u>	<u>3,758</u>
	<u>6,971</u>	<u>7,983</u>

# The Peter Pan Centre Ltd

## Notes to the Financial Statements for the Year Ended 31 October 2017

### 19 Funds

	Balance at 1 November 2016 £	Incoming resources £	Resources expended £	Transfers £	Balance at 31 October 2017 £
<b>Unrestricted funds</b>					
<i><b>General</b></i>					
General Fund	85,230	211,437	(172,177)	(5,000)	119,490
<i><b>Designated</b></i>					
Major Works Fund	10,000	-	-	5,000	15,000
<b>Total Unrestricted funds</b>	<u>95,230</u>	<u>211,437</u>	<u>(172,177)</u>	<u>-</u>	<u>134,490</u>
<b>Restricted funds</b>					
Children in Need	-	33,261	(30,498)	-	2,763
Multi sensory/move fund	4,812	-	(1,948)	-	2,864
Other	1,573	150	(1,623)	-	100
Bailey Thomas	-	5,000	(5,000)	-	-
<b>Total restricted funds</b>	<u>6,385</u>	<u>38,411</u>	<u>(39,069)</u>	<u>-</u>	<u>5,727</u>
<b>Total funds</b>	<u>101,615</u>	<u>249,848</u>	<u>(211,246)</u>	<u>-</u>	<u>140,217</u>

### Unrestricted funds

The specific purposes for which the funds are to be applied are as follows:

#### Purpose of Designated Funds

##### Major Works Fund

For any major works required to the building.

#### Purpose of Restricted Funds

##### Children in Need

We have received a three year commitment from Children in Need to meet certain specified centre salaries. The funding runs until October 2019.

##### Multi sensory /Move fund

This covers the depreciation and maintenance of equipment acquired at the time of the move to the new centre building.

##### Bailey Thomas

A grant towards the salary costs of a nursery nurse

##### Other fund

Includes restricted grants and donations individually under £2,500 which cover the purchase of small capital items or specific centre costs.

# **The Peter Pan Centre Ltd**

## **Notes to the Financial Statements for the Year Ended 31 October 2017**

### **20 Analysis of net assets between funds**

	Unrestricted funds	Restricted funds	Total funds
	General Funds £	£	£
Tangible fixed assets	2,322	100	2,422
Fixed asset investments	50	-	50
Current assets	139,089	5,627	144,716
Current liabilities	(6,971)	-	(6,971)
Total net assets	<u>134,490</u>	<u>5,727</u>	<u>140,217</u>