Nottingham Play Forum Limited (Company number 02074118, charity number 518551) Financial statements for the year ended 31 March 2016

Page	Contents
2 - 7	Directors' (Trustees') annual report
8	Independent Examiner's report
9	Statement of financial activities (including the
•	income and expenditure account)
10	Balance sheet
11 - 16	Notes to the accounts



A19

28/09/2016 # COMPANIES HOUSE .

#350

Nottingham Play Forum Limited Directors' report (incorporating the Trustees' annual report) for the year ended 31 March 2016

The trustees, who are also directors of the charity for the purposes of the Companies Act, submit their annual report and the financial statements for the year ended 31 March 2016. The accounts have been prepared in accordance with the Companies Act 2006.

Full name Nottingham Play Forum Limited
Other names by which the charity is known PlayWorks

Registered charity number 518551 **Registered company number** 02074118

Address of registered office

Playworks Alfred Street North St Anns Nottingham NG3 1AE

Directors (Trustees)

Graham Masters, Executive Chairman Steve Parkinson, Vice Chair Nigel Pound Adrian Shaw Dawn Claypole, until 29/09/15 Denise Greany, until 12/02/16 Jane Hodgson, until 25/02/16

Independent examiner

John O'Brien, employee of Community Accounting Plus, 7 Mansfield Road, Nottingham, NG1 3FB

Governance and management

The charity is a company limited by guarantee and registered charity. It is operated under the rules of its memorandum and articles of association dated 9th October 1986. It has no share capital and the liability of each member in the event of winding-up is limited to £1.

Nottingham Play Forum recognises that an effective board of trustees is essential if the charity is to be effective in achieving its objects. The board must seek to be representative of its members and the people with whom it works and must have available to it all of the knowledge and skills required to run the charity. Individual trustees must have sufficient knowledge, both of governance in general and of the Charity's activities, to enable them to carry out their role and to represent the Charity at meetings and other events.

A skills audit of the board is carried out periodically and any subsequent recruitment of new trustees will take account of it and therefore the skills that the board is lacking. Once the ideal skill/experience profile has been identified a recruitment plan will be formulated. This will be managed by the Finance and General Purposes sub-committee and will include the Chair or Vice Chair, and at least one other trustee together with any other people deemed appropriate by the trustees.

The sub-committee will identify the most appropriate resources from which applicants might be found. Preference is given to advertising in the media, volunteer bureau, and direct approaches to professional bodies and to other voluntary organisations over approaches to personal contacts as the intention is to promote diversity and to avoid conflicts of interest. Nottingham Play Forum seeks to ensure diversity in its board of trustees as well as in its staff base and consideration will be given to ways in which groups that are under-represented on the board might be reached and encouraged to apply.

In the event of there being more applicants than vacancies, those most closely matching the skills required will be short listed in preference to less suitable applicants. Short listed applicants will then be invited to an interview by the recruiting panel and efforts made to answer any questions that they may have. Applicants will be asked to declare any conflicts of interest and will be required to provide two references.

From those interviewed the panel will select up to the number of trustees being recruited and invite them to attend a trustee meeting as an observer. References will be taken up prior to such meeting. Following the meeting, the sub-committee will meet to consider recommending to the board of trustees which interviewed applicants should be appointed as trustees.

Objectives and activities

Nottingham Play Forum exists in order to improve the quality and quantity of play provision for children and young people particularly, but not exclusively, in the Nottingham area.

In order to achieve our objectives we provide play opportunities, relevant training, education, resources, support advice and information to individuals, families, groups and organisations.

PlayWorks provides a wide range of public benefits. We improve community cohesion by bringing people together, we ensure that children get to be children by providing free play opportunities and provide services that promote positive diversionary activities for children and young people which has a direct benefit in terms of anti-social behaviour and crime.

Healthy active sessions have a direct benefit to the health and wellbeing of children, young people and their families. We deliver to a wide range of the community for example, people with additional needs, disabilities, the elderly, refugee and migrant families, young carers, children with autism and many more. Engaging a diverse section of the community in inclusive services helps to raise self-esteem, emotional well-being, resilience and cohesion.

PlayWorks also provide volunteering opportunities for people with a wide range of needs. This enables volunteers to benefit from developing skills both practical and social that otherwise may not have the opportunity to access.

Public benefit statement

The Trustees confirm that they have complied with the duty in section 4 of the Charities Act 2006 to have due regard to the Charity Commission's general guidance on public benefit, 'Charities and Public Benefit'.

Summary of the achievements and performance during the period

Nottingham Play Forum, which operates as PlayWorks, is owned collectively by its full membership. Full membership is open to voluntary groups involved in children's play activities

and invited individuals. Voting rights are held by full members at general meetings and they elect the board of trustees to manage the organisation on their behalf. The trustees hold full legal,

financial and policy responsibility for the charity and its activities. The trustees have met together and with the Chief Executive approx. every six weeks during the reporting period and have sought professional guidance and views from the membership, partners and associates in order to further the work and effectiveness of the charity.

A busy and varied year of activity at PlayWorks! In a challenging climate the team have successfully delivered the following services: Scrapstore; Training; Direct Play Provision; Play Support and a variety of contracts.

The Scrapstore has continued to achieve great feedback as a valuable service to approx. 600 members. These include schools, nurseries, residential care settings, families, artists, students and more. The resources are collected from businesses and transformed by our members in creative art and play activities. We have supported students in their final year degree shows, ensured that schools have had a continuous supply of resources and powered some large scale activities across the city.

As ever, the volunteers have been crucial in helping us to deliver this service, from collecting and sorting materials, to preparing materials for our busy workshop and events delivery programme. The Youth Offending Team has continued to work at PlayWorks on a weekly basis, offering placements for young people to complete their reparation orders.

General improvements have been made in the Scrapstore, with a focus on making it a more user friendly experience. We replaced the lighting with new LED lights, creating a brighter visit, with funding from E.on and have remodelled the Art Shop.

In addition funding have been received from Western Power Community Fund to update lighting in the reception area; The Renewal Trust and Awards For All to update our IT equipment, update our website and introduce a new contact management system; and from Thomas Edward Clarke and Thomas Farr Charitable Trusts to provide children's play furniture.

To complement the Scrapstore, Playworks 100, a corporate membership of supporters of the project was launched. This is for businesses to directly support the organisation – the benefits to them are that they are affiliated with a charity, have a social media relationship and mentions on our website and marketing. Whilst this has not been as heavily subscribed as we had initially hoped, it has created learning, and adjustments have been made to make it more effective in the future. It also generated some interest from businesses in relation to sponsoring play activities directly in their community.

PlayWorks have continued to offer a varied Training Programme. Training has helped to inspire and enhance the work of adults working with children across the city. PlayWorks have also offered Training and Play provision to Community Centres staff and volunteers providing play related and safeguarding/first aid training.

Second year projects for Reaching Communities and Lloyds TSB Foundation were delivered this year. These engaged families in deprived areas of Nottingham to develop locality play activity led by the parents; training them as play leaders and support their championing of play in their area. The sessions provided an opportunity and specific time for parents and children to build on their communication skills through play and engaged a total of 1,546 children.

A project called Play Streets was also delivered this year – endorsed by the Department of Health and funded by Play England - which supported residents to apply for temporary road closures to get their neighbourhoods playing. PlayWorks are continuing to offer support to residents who may be interested in establishing their street as a venue for Play Streets.

The PlayWorks building is becoming increasingly busier - being used by various community groups including The Lighthouse Church, Belters Choir and The Red Herrings who help adults learn in a playful clown led environment. PlayWorks also host Nappachinos, who are a council supported group who promote the use of cloth nappies and meet once a month. Family Lives also use the building as a base several times a week.

Alongside these services, project grants from Nottingham City Council, Greggs Foundation, Austin & Hope Pilkington Trust, The Opportunities Fund and Jessie Spencer Fund have also been managed.

Our continual ability and reputation to deliver high profile, professional services to the community is confirmed by the bookings we have had this year. We have delivered Art and Play activities at events for Broxtowe Borough Council, Small Steps Big Changes, Nottingham Refugee Forum, Civil War Museum, Nottingham City Homes, Libraries Service, and many more organisations who often book us for additional sessions to support them to engage children, young people and families.

These contracts not only generate income, but also raise the profile of PlayWorks – many organisations include our logo in publications or distribute our leaflets, and during the actual delivery we actively promote services, alongside delivering creative and fun activities!

The same of the second of the

One of our main aims this year was to engage more with social media. This has proved a valuable platform to promote activities to people locally, as well as to join discussions on a national level. Raising our presence has also enabled us to connect more with our members, who have supported us to generate shares/views/likes. We have over 600 likes on Facebook and nearly 1,300 followers on Twitter. Alongside a more successful social media presence, the team have also been working hard to raise the profile of the charity at county wide events such as Venture fest, Childcare Conferences and Arts in Education events, resulting in new members, relationships and enquiries, some have been from further afield such as Leicester, Newark and even Skegness.

A substantial achievement was partnering with Nottingham City Council's Waste and Recycling Team and other arts and community delivery organisations in the city wide Trash to Treasure project. This was a two month exhibition to raise awareness of recycling and other cultures' approach to reuse. This affiliation has strengthened our position within the City and led to additional income through contracts in this period.

Also increasing the environmental credentials of the Scrapstore is that PlayWorks is the only recycling centre in Nottingham for Tassimo coffee pods and packaging. To date over 70,000 pods have been collected and sent for recycling, saving them from landfill.

At the end of this period, our Chief Executive retired on health grounds. This led to a reorganisation of management duties - the new management team consists of our Service Development Manager, Office Manager and Executive Chairman.

Marketing and Communications became the new focus, with the employment of a Marketing Graduate, the launch of a new website and an increase in the Scrapstore's opening hours.

Finally, the trustees would like to formally thank PlayWorks staff and volunteers, who with the support of our members, are working harder than ever to ensure that we continue to deliver exciting and valued services to our members.

Financial review

The charity's policy on reserves

Nottingham Play Forum requires reserves in order to operate in the short term and to satisfy legal obligations in the event of the end of funding, a major reduction in funding or a delay in further funding becoming available. Having reserves will enable proper notice to be given to the beneficiaries and staff, and for all legally due payments to be made to staff, volunteers and the organisations with which it does business in the event of closure.

The minimum level of unrestricted reserves should cover staff redundancy payments, staff sickness and related work cover, maternity/paternity/fostering leave, an amount to cover the premature settlement of contractual arrangements with suppliers and outstanding accounts for payment and three months running costs.

The trustees fully appreciate the current level of reserves is below the minimum it needs and are therefore making every endeavour within its strategic planning to bring the level of reserves up to a minimum of £25,000.

The Reserves Policy is monitored and reviewed annually by the trustees at the meeting at which the Budget is approved.

Risk analysis

The trustees carry out a review of the major financial risks to which the charity is exposed and systems have been established to mitigate any that are identified. Internal risks are minimised by the implementation of procedures of authorisation of all transactions to ensure consistent quality of delivery for all operational aspects of the charity.

The current level of unrestricted reserves is significantly lower than the trustees policy dictates and the board of trustees have therefore implemented a strategy to become less dependent upon grant funding and increase the level of self-generated income in order to increase its reserves.

Acknowledgements

The trustees would like to formally thank the following for the financial grant support received during the year: Big Lottery Fund (via Awards For All and Reaching Communities); Lloyds TSB Foundation; Play England; Nottingham City Council; Austin and Hope Pilkington Trust; Castle Cavendish; Thomas Edward Clarke Trust; Thomas Farr Charitable Trust; Greggs Foundation; The Opportunities Fund; The Renewal Trust; Jessie Spencer Fund; and Western Power Distribution Community Chest.

The trustees would also like to thank the following organisations for their major contributions of materials for the Scrapstore, their in-kind support and their help and assistance during the year: John Lewis; Experian; MPS, Sensory Technology; Event Engineering; Amari; Charlie Crow; Scrapstores UK and Nottingham City Council.

Exemptions

The trustees have taken advantage of the exemptions available to small companies, including the audit exemption (see statement on balance sheet).

Responsibilities of the trustees

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 charity at the end of the year and of the surplus or deficiency for the year then ended.

In preparing those financial statements, the trustees are required to: select suitable accounting policies, as described on page 11, and then apply them on a consistent basis, making judgements and estimates that are prudent and reasonable. The members of the Committee must also prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in business.

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

Small company provisions:

20.

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

The trustees declare that they have approved the trustee		
Signed on behalf of the charity's trustees: Signed	Date 20 Systemb 201	6
Graham Masters Director	Date	•

Independent examiner's report to the trustees of Nottingham Play Forum Limited for the year ended 31 March 2016

I report on the accounts of the charity, which are set out on pages 9 to 16.

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 section 144(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed.

It is my responsibility to:

- examine the accounts under section 145 of the 2011 Act;
- follow the procedures laid down in the general directions given by the Charity Commissioners under section 145(5)(b) of the 2011 Act; and
- 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 and 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.

Signed _____

Date

John O'Brien MSe, FCCA, FCIE, DChA

Employee of Community Accounting Plus

Nottingham Play Forum Limited Statement of financial activities (incorporating the income and expenditure account) for the year ended 31 March 2016

		Unrestricted Funds	Restricted Funds	Total 2016	Total 2015
	Note	£	£	£	£
Income from:					
Grants	2	-	160643	160643	150814
Contracts & fees		36894	-	36894	36655
Sales		15475	-	15475	15672
Donations, fundraising & membership		8332	_	8332	10245
Bank interest		234	-	234	219
Total		60935	160643	221578	213605
Expenditure on:					
Bank charges		1723		1723	1000
Communications		2736	544	3280	4648
Equipment, materials & workshops		997	802	1799	8793
Goods for resale		2043	-	2043	1838
Hospitality		617	6	623	1361
Insurance		4145	-	4145	4239
Legal & professional		7220	-	7220	12713
Marketing & Publicity		1805	680	2485	2382
Printing, photocopying & stationery		2800	3	2803	2718
Publications & subscriptions		104	-	104	387
Recruitment		2400	20	2420	. * '
Premises costs		19947	-	19947	15587
Salaries & NI	9	81673	52965	134638	145276
Surplus on disposal		-	-	-	(418)
Training		2358	1809	4167	4962
Travel & subsistence		227	237	464	4304
Vehicle costs		3050	-	3050	-
Volunteer expenses		790	-	790	813
Depreciation	3	384	4191	4575	2871
Overhead re-charge		(69137)	69137		
Total		65882	130394	196276	213474
Net income/(expenditure)		(4947)	30249	25302	131
Transfers between funds		15724	(15724)	-	-
Reconciliation of funds:					
Total funds brought forward		4528	14335	18863	18732
Total funds carried forward		15305	28860	44165	18863

All the activities of the charitable company are classed as continuing The notes on pages 11 to 16 form part of these financial statements

Nottingham Play Forum Limited Balance sheet at 31 March 2016 Company number 02074118

		2016	2015
Note	£	£	£
Fixed assets:			
Tangible assets 3	17381		15976
Total fixed assets		17381	15976
Current assets:			
Stocks	4500		4500
Debtors 4	9439		3976
Cash at bank and in hand	33933		36134
Total current assets	47872		44610
Liabilities:			
Creditors:			
Amounts falling due within one year 5	(13319)		(41723)
Net current assets or liabilities		34553	2887
Total assets less current liabilities		51934	18863
Creditors:			
Amounts falling due after more than one year		(7769)	-
6			
Total net assets		44165	18863
The funds of the charity	,* ·	•	
Restricted income funds		28860	14335
Unrestricted funds		15305	4528
Total charity funds		44165	18863

Exemption from audit

For the year ending 31/03/16 the company 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 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 company's regime and with the Financial Reporting Standard for Smaller Entities (effective January 2015).

The trustees declare that they have approved th	ne accounts above.
Signed on behalf of)the charity's trustees:	. 1
Signed S. Kerk	Dated 2019 仏
Steve Parkinson, Director	

Notes to the accounts for the year ended 31 March 2016

1. Accounting policies

Basis of the preparation of the accounts

The financial statements have been prepared under the historical cost convention, with the exception of listed investments which are included at their market value. The financial statements have been prepared in accordance with the Accounting and Reporting by Charities: Statement of Recommended Practice, applicable to charities preparing their accounts in accordance with the Financial Reporting Standard for Smaller Entities (the FRSSE) (effective 1 January 2015).

Incoming resources

All material incoming resources have been included on a receivable basis – i.e. they are included if the date receivable falls within the period covered by these accounts.

Pension costs

The charity does not currently make any pension contributions for its employees.

Depreciation

Depreciation is calculated to write down the cost or valuation, less estimated residual value, of all tangible fixed assets with a cost exceeding £500 over their expected useful lives on a reducing balance basis.

The rates applicable are:

Computers 25% Vehicles 25% Equipment 25% Fixtures 25%

2. Grants

	Unrestricted	Restricted	Total	
	funds	funds	funds	2015
•	£	£	£	£
Big Lottery: Reaching Communities	-	97773	97773	85355
(inc. £18,884 deferred from 14/15)				
Big Lottery: Awards for All	-	9998	9998	•
Children in Need	-	9640	9640	21296
LTSB Foundation (inc £911 deferred from 14/1	5) -	10511	10511	8939
Opportunities Fund	-	4896	4896	4422
Play England (inc £12281 deferred from 14/15)	-	15000	15000	-
Nottingham City Council	-	2500	2500	-
Greggs	-	2000	2000	-
E.on (deferred from 14/15)	-	2000	2000	-
Jesse Spencer	-	1500	1500	-
Castle Cavendish	-	1340	1340	-
Austin & Pilkington Trust	-	1000	1000	-
WPD Community Chest	-	985	985	-
Renewals Trust		500	500	-
Thomas Farr Charity	-	500	500	. •
Thomas Edward Clarke	-	500	500	•
Winifred Eileen Kemp Trust	-	-	-	10000
The Jones Trust	- ÷	-	% ■ .	2000
Santander	-	-	-	5833
Nottingham Gordon Memorial Trust	-	-	-	1500
ESF	-	-	-	10000
Sundry grants				1469
	•	160643	160643	150814

3. Tangible assets (analysis of opening & closing carrying amounts)

	General	IT		
fittings e	quipment	equipment	Vehicles	Total
£	£	£	£	£
2697	7536	27259	16900	54392
2000	-	3980	-	5980
-	-	-	-	_
4697	7536	31239	16900	60372
nents				
2685	7157	26109	2465	38416
-	-	-	-	-
336	94	536	3609	4575
3021	7251	26645	6074	42991
12	379	1150	14435	15976
1676	285	4594	10826	17381
	£ 2697 2000 4697 ments 2685 336 3021	£ £ 2697 7536 2000	2697 7536 27259 2000 - 3980	£ £ £ £ £ £ 2697 7536 27259 16900 2000 - 3980

4. Debtors

	2016	2015
	£	£
Trade debtors	5398	1422
- Prepayments	4041	2554
	9439	3976

5. Creditors - amounts falling due within one year

	2016	2015
	£	£
Loans	6367	-
Trade creditors	717	2218
Accruals & deferred income	2000	34076
Other creditors	4235_	5429
	13319	41723

6. Creditors - amounts falling due after more than one year

	2016 ¸	2015
	£	£
Loans	7769	-
	7769	-

7. Movements in funds

	Balances brought forward £	Income £	Expenditure £	Transfers £	Balances carried forward £
Unrestricted funds					
Core	4528	60935	(65882)	15724	15305
-	4528	60935	(65882)	15724	15305
Restricted funds					
Park Play (Reaching Communities)	-	97773	(89556)	-	8217
Children in Need	-	9640	-	-	9640
Play Streets (Play England)	-	15000	(15000)	-	-
Fixed asset purchases	13935	14483	(4191)	(15724)	8503
LTSB Foundation	-	10511	(10511)	-	-
Other projects	400	13236	(11136)		2500
	14335	160643	(130394)	(15724)	28860

The transfer from the Fixed assets purchases fund to the General fund represents the net book value of fixed assets, the use of which is not subject to any restriction.

8. Analysis of net assets by fund

	Unrestricted	Restricted	Total
	funds	funds	funds
,	£	£	£
Tangible assets	17381	-	17381
Stocks	4500	-	4500
Debtors	9439	-	9439
Cash at bank and in hand	5073	28860	33933
Creditors: Amounts falling due within one year	(13319)	-	(13319)
Creditors: Amounts falling due after more than one ye	ear_ (7769)		(7769)
	15305	28860	44165

9. Staff costs and numbers

	2016	2015
	£	£
Wages and salaries	126579	139918
Social security costs	7409	5358
Redundancy payments	650_	
	134638	145276

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

The average number of employees during the year was 10

(In 2015 number of employees was calculated on a different basis so comparison not included)

10. Trustees' remuneration, benefits and expenses

None of the trustees have been paid any remuneration or received any other benefits from an employment with the charity or a related entity.

11. Fees payable to independent examiner

During the period, the fees payable (excluding VAT) to the charity's independent examiner Community Accounting Plus are analysed as follows:

2016	2015
£	£
768	-
817	5259
1585	5259
	£ 768 817

12. Annual commitments under operating leases

At 31 March 2016 the charity had non-cancellable commitments under operating leases expiring as follows:

	Other	
	2016	2015
Operating leases which expire:	£	£
Within 1 year	514	1027
Within 2 - 5 years		514
	514	1541

13. Comparative information

For comparison purpose, the Statement of financial activities for the year-ended 31/03/2015 is presented as below: (see next page)

	Unrestricted Funds £	Restricted Funds £	Total 2015 £
Income from:			
Grants	13500	137314	150814
Contracts & fees	36655	-	36655
Sales	15672	-	15672
Donations, fundraising & membership	10245	-	10245
Bank interest	219_		219
Total	76291	137314	213605
Expenditure on:			
Bank charges	702	298	1000
Communications	2185	2463	4648
Equipment, materials & workshops	2332	6461	8793
Goods for resale	1838	· -	1838
Hospitality	565	796	1361
Insurance	996	3243	4239
Legal & professional	7301	5412	12713
Marketing & Publicity	75	2307	2382
Printing, photocopying & stationery	598	2120	2718
Publications & subscriptions	155	232	387
Premises costs	11594	3993	15587
Salaries & NI	42778	102498	145276
Surplus on disposal	(418)	-	(418)
Training	2062	2900	4962
Travel & subsistence	766	3538	4304
Volunteer expenses	160	653	813
Depreciation	406_	2465_	2871_
Total	74095	139379	213474
Net income/(expenditure)	2196	(2065)	131
Reconciliation of funds:			
Total funds brought forward	2332_	16400	18732
Total funds carried forward	4528	14335	18863