

TOTTERDOWN CHILDREN'S COMMUNITY WORKSHOP
ACCOUNTS

Year ended 31st March 2020

Charity Number 278840

TOTTERDOWN CHILDRENS COMMUNITY WORKSHOP
FINANCIAL STATEMENTS
YEAR ENDED 31 MARCH 2020

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TOTTERDOWN CHILDREN'S COMMUNITY WORKSHOP

Legal and administrative information

YEAR ENDED 31 MARCH 2020

Status

Totterdown Children's Community Workshop is a registered charity governed by its constitution. Charity number 278840.

TRUSTEES

Jane Tingay	Chair	
Hugh Reynolds		
Joel Coniston		resigned Feb 2020
Sarah McQuatt	Secretary	
Helen Broadbent		appointed September 2019
Gillian Cox		

Registered Office

Holy Nativity Church
Wells Road
Knowle
Bristol
BS4 2AG

Independent Examiners

Joanne Trowbridge MAAT
Bristol Community Accountants CIC
The Park,
Davenry Road, Knowle
Bristol BS4 1DQ

Bankers

Lloyds TSB
284 Wells Road
Knowle
Bristol
BS4 2PY

TOTTERDOWN CHILDREN'S COMMUNITY WORKSHOP

TRUSTEES REPORT

YEAR ENDED 31 MARCH 2020

The Trustees present their report and the unaudited financial statements of the charity for the year ended 31 March 2020.

The charity trustees are responsible for preparing a trustees' annual report and financial statements in accordance with the accounting policies set out in notes to the accounts and comply with the charity's governing document, the Charities Act 2011 and 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) issued on 16 July 2014.

Structure, Governance and Management

Organisation

The Trustees are appointed or reappointed annually at AGM held on 9th December 2020.

Objectives and activities

Objects of the Charity

The objects of the charity are:

The objective of the Children's Workshop is creative community play scheme in a diverse, safe and caring environment, for children aged 4 to 12 years, who are resident in Totterdown and the adjoining areas of Bristol.

Public Benefit

In shaping the objectives for the year and planning activities, the trustees have considered the Charity commission's guidance on public benefit, including the guidance 'public benefit: running a charity (PB2)'.

Summary of main objectives

The start of the year for Totterdown Children's Community Workshop (TCCW) was quite good, however unfortunately during the latter part of 2019 things changed and at the end of financial year, March 2020 we were forced to close the club due to Coronavirus.

From April 2019 to March 2020 we have had a number of changes of the position of TCCW coordinator, Emily left the team in October 2019, a temporary coordinator was hired immediately, Jasmijn to provide us with the opportunity to hire a suitable coordinator. Daisy joined in December 2019, unfortunately Daisy left in February and we ended the financial year with a temporary coordinator Dawn. Dawn did end up taking a volunteer role and was not paid which was her request. Other changes in staff included farewell Kerian at the end of 2019 and welcoming Lauren to the team at the beginning of 2020.

Helen Broadbent joined the committee in September 2019. Joel, our safeguarding lead stepped down from committee in February 2020, Helen took on this responsibility. Apart from this there have been no changes to the committee during April 2019 to March 2020, Chair has been myself (Jane

TOTTERDOWN CHILDREN'S COMMUNITY WORKSHOP

TRUSTEES REPORT

YEAR ENDED 31 MARCH 2020

Tingay), Treasurer has been Gill Cox, Secretary has been Sarah McQuatt and committee member has been Hugh Reynolds. Both myself and Gill have expressed interest in stepping down from committee for the next financial year, we are therefore looking for a new Chair and Treasurer, as well as more Committee members.

Looking back on this year, especially during this time it is difficult now to say it was challenging, the start of the year 2020/21 has definitely been more challenging, however the following have impacted TCCW:

- The continuous change over of TCCW coordinator, has caused a lot of extra work to the committee, however it has also provided an opportunity to update a number of procedures and create an information guide to provide support to the role.
- In December 2019 TCCW was broken into, all electronic equipment was taken from the premises, including a new laptop. We were fortunate that the club was covered under insurance and all items were replaced for new items.
- In January 2020 we were a victim of fraud, which meant that we lost three months worth of rent, only £926 of this was recovered.

During this year we moved from Libacura to a new booking system called IPAL, the move was due to the closure of Libacura. However, so far, the transition has gone well, and has been a much more user friendly system for both TCCW staff and parents.

Prior to the closure of the TCCW in March, our numbers were fairly high, Monday to Thursday seeing an excess of 30 children, however Friday still remained low at just over ten. School had changed their afterschool provider from SuperStars to running their own internal club. During the holiday time they brought in an external club called Future Stars. The introduction of both providers has impacted our numbers during term and holiday time.

Financial Year 1st April 2019 to 31st March 2020

2019/20 started well but over the course of the year saw a drop off in income and the year ended with a net loss which is estimated to be £6,000. Several factors have contributed to this year's negative result.

Income

After-school attendance in 2018/19 was high and this high take up was expected to continue into 2019/20. Numbers were high initially and the last two terms of school were on a par with the previous year, however numbers dropped when the school year started in Sept and instead of seeing the high numbers c.38 children per session on Monday's through to Thursday's, this dropped to low 30's and Friday's dropped from 18 to 10.

Holiday club numbers also dropped during the first half of the year. Instead of 20 plus children per day during the Easter, May half term and summer holidays, the numbers were c.15 per day, which meant that holiday club made a loss during this time. The lower numbers were primarily due to restrictions on number of places made available rather than demand, and the restrictions were partly driven by uncertainty of available staff. Holiday club numbers increased for the latter periods and the committee set a minimum number of places to be made available to ensure holiday club made a profit going forward, or at least break even.

TOTTERDOWN CHILDREN'S COMMUNITY WORKSHOP

TRUSTEES REPORT

YEAR ENDED 31 MARCH 2020

Expenditure

Staff costs is TCCW's biggest expenditure and in 2019/20 is 80% of total income due to the lower income received and increase in staff costs due to increased pay rates.

A pay review was conducted towards to end of 2018/19 and an increase in pay rates applied from the beginning of April 2019. The increase brought pay rates in line with the average pay rates provided by BAND.

While most costs were on par with 2018/19, training and resources were higher due to investment in staff and purchase of sports equipment. TCCW was also subject to purchase invoice fraud which resulted in one quarter's rent payment being paid to a fraudulent account. We were able to recover £926 which means the remaining £3,322 is a loss to TCCW.

Reserves

In March 2020 the deposit account matured and £30,404.56 was transferred to TCCW's Treasurers Reserve account. At the end of the financial year the Treasurers Reserve balance had increased by £22,950.52 to £51,610.44, which while still a strong cash position shows that over the year cash expenditure had exceeded income by £7,454.04. We continue to hold a minimum of six months running costs as a reserve to give us greater financial stability. Due to COVID-19 and the need to have access to cash if required, we have not rolled over the deposit maturity and instead are holding the £30,000 reserve in the Treasurers Reserve account

Future Outlook – 2020/21

A budget has not been prepared for 2020/21. At the end of the 2019/20 financial year TCCW was forced to close down for 6 months due to the imposed lockdown. TCCW started up again at the beginning of the school year but given the current unpredictable climate a budget has not been prepared. An assessment of the long-term sustainability of TCCW has been conducted and if Term 1 20/21 numbers are an indication of future demand, TCCW is forecast to make an annual loss of £10,000. Should this loss materialise, TCCW will be able to sustain operations for another 3 years given the current cash balance, which will give the Management Committee time to implement plans to increase the numbers or change the business model.

As discussed above TCCW closed on 20th March 2020 following the government's instruction that all schools would close. Following this the committee has continued to meet virtually monthly. We took advantage of the government's Coronavirus Job Retention Scheme (CJRS) and furloughed all staff apart from Kevin, our Lead Play Coordinator. We have been successful in gaining a grant from Bristol City Council which is a total of £4,900 and have also received a grant from BAND, £300. In addition, Holy Nativity Church indicated that they did not want TCCW to pay rent whilst we were closed, however due to the contributions we have been provided with we have made a contribution to the church. All the schemes and grants have actually placed TCCW in a good position compared to what was originally forecast at the beginning of the pandemic. TCCW reopened in September 2020, however with a smaller capacity due to government restrictions, due to this we are routinely assessing the viability of TCCW.

Risk management

The trustees have examined the major risks to which the charity is exposed and systems have been established to mitigate those risks. These procedures will be periodically reviewed to ensure that they still meet the needs of the charity.

TOTTERDOWN CHILDREN'S COMMUNITY WORKSHOP

TRUSTEES REPORT

YEAR ENDED 31 MARCH 2020

Trustees' responsibilities in relation to the financial statements

Law applicable to charities in England and Wales requires the trustees to prepare financial statements for each financial year which give a true and fair view of the charity's financial activities during the year and of its financial position at the end of the year. In preparing those financial statements, the trustees are required to:

- * Select suitable accounting policies and then apply them consistently;
- * make judgements and estimates that are reasonable and prudent;
- * state whether applicable accounting standards and statements of recommended practice have been followed subject to any departures disclosed and explained in the financial statements; and
- * prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in business.

The trustees are responsible for keeping proper accounting records that disclose with reasonable accuracy at any time the financial position of the charity and to enable them to ensure that the financial statements comply with the Charities Act 2011, the applicable Charities (Accounts and Reports) Regulations, and the provisions of the governing document.

The trustees are also responsible for safeguarding the assets of the charity and taking reasonable steps for the prevention and detection of fraud and other irregularities.

Approved by the trustees and signed on their behalf by:

.....

.....

Date2020

TOTTERDOWN CHILDREN'S COMMUNITY WORKSHOP
INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES
YEAR ENDED 31 MARCH 2020

I report on the accounts of the Charity for the Year ended 31st March 2020 which are set out on pages 8-14.

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 of the Charities Act 2011 ('the Charities Act') and that an independent examination is needed.

It is my responsibility to:

- Examine the accounts under section 145 Charities Act,
- to follow the procedures laid down in the general Directions given by the Charity Commission (under section 145(5)(b) of the Charities 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' 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 130 of the Charities Act; and
- * to prepare accounts which accord with the accounting records and comply with the accounting requirements of the Charities Act

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.

.....
Joanne Trowbridge MAAT

Bristol Community Accountants CIC
The Park Davenry Road, Knowle, Bristol, BS4 1DQ

Date2020

TOTTERDOWN CHILDREN'S COMMUNITY WORKSHOP

STATEMENT OF FINANCIAL ACTIVITIES (including Income and Expenditure Account)

YEAR ENDED 31 MARCH 2020

		Unrestricted Funds	Designated Fund	Restricted Funds	Total Funds 2020	Total Funds 2019
		£	£	£	£	£
Income and Endowments from:						
Charitable Activities	3	65,414	-	-	65,414	78,231
Investment Income	4	347	-	-	347	175
Total		<u>65,761</u>	<u>-</u>	<u>-</u>	<u>65,761</u>	<u>78,406</u>
Expenditure On:						
Charitable activities	5	70,254	-	-	70,254	59,836
Other	6	1,524	-	-	1,524	1,431
Total		<u>71,778</u>	<u>-</u>	<u>-</u>	<u>71,778</u>	<u>61,267</u>
Net income/(expenditure)		(6,017)	-	-	(6,017)	17,139
Total funds brought forward		45,554	10,000	-	55,554	38,415
Gross transfers between funds		-	-	-	-	-
Total funds Carried Forward	12	<u>39,537</u>	<u>10,000</u>	<u>-</u>	<u>49,537</u>	<u>55,554</u>

The charity has no recognised gains or losses other than the results for the year as set out above.

All of the activities of the charity are classed as continuing

The notes on pages 10 to 14 form part of these financial statements

As required by paragraph 4.67 of the SORP, the brought forward and carried forward funds above have been agreed to the Balance Sheet.

TOTTERDOWN CHILDREN'S COMMUNITY WORKSHOP

BALANCE SHEET

YEAR ENDED 31 MARCH 2020

	Note	2020 £	£	2019 £
Current assets				
Debtors	10	1,488		1,489
Cash at bank		51,610		58,718
Cash in hand		-		7
		<u>53,098</u>		<u>60,214</u>
Creditors : Amounts falling due within one year	11	(3,561)		(4,660)
Net current assets or liabilities			49,537	55,554
Total net assets or liabilities			<u>49,537</u>	<u>55,554</u>
The Funds of the Charity				
Unrestricted Funds	12	39,537		45,554
Designated Funds	12	10,000		10,000
			<u>49,537</u>	<u>55,554</u>

These financial statements were approved by the trustees on and are signed
on their behalf by:

.....
Chairperson

.....
Treasurer

The notes on pages 10 to 14 form part of these financial statements

TOTTERDOWN CHILDREN'S COMMUNITY WORKSHOP

NOTES TO THE FINANCIAL STATEMENTS

YEAR ENDED 31 MARCH 2020

1 Basis of Preparation

- a) These accounts have been prepared under the historical cost convention with items recognised at cost or transaction value unless otherwise stated in the relevant note(s) to these accounts.

The financial statements have been prepared in accordance with the Statement of Recommended Practice: Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS102) (issued on 16 July 2014), as amended by Update Bulletin 2 published in October 2018, effective for accounting periods beginning on or after 1 January 2019, the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS102) and the Charities Act 2011.

- b) The trustees consider that there are no material uncertainties about the charity's ability to continue as a going concern.
- c) The charity constitutes a public benefit entity as defined by FRS 102.

2 Accounting Policies

- a) Income from donations is included in income and endowments 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-condition have been met.
- b) Expenditure is recognised in the period in which they are incurred. Expenditure includes attributable VAT which cannot be recovered.
- c) Most expenditure is directly attributable to specific activities, and have been included in those cost categories. Support cost have been allocated 100% towards the charitable activities of the charity.
- d) Unrestricted funds can be used in accordance with the charitable objects at the discretion of the trustees.
- e) 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.
- f) The charity is exempt from tax on income and gains falling within section 505 of the Taxes Act 1988 or section 252 of the Taxation of Chargeable Gains Act 1992 to the extent that these are applied to its charitable objects.
- g) The charity only has financial assets and financial liabilities of a kind that qualify as basic financial instruments. Basic financial instruments are initially recognised at transaction value and subsequently measured at their settlement value with the exception of bank loans which are subsequently recognised at amortised cost using the effective interest method.
- h) The charity operates a defined contribution pension scheme and the pension charge represents the amounts payable by the charity to the fund in respect of the period.

TOTTERDOWN CHILDREN'S COMMUNITY WORKSHOP

NOTES TO THE FINANCIAL STATEMENTS

YEAR ENDED 31 MARCH 2020

Income and Endowments From:

3 Charitable Activities

	Unrestricted Funds £	Restricted Funds £	Total Funds 2020 £	Total Funds 2019 £
Fees & Registration	65,414	-	65,414	78,231
	<u>65,414</u>	<u>-</u>	<u>65,414</u>	<u>78,231</u>

4 Investment Income

	Unrestricted Funds £	Restricted Funds £	Total Funds 2020 £	Total Funds 2019 £
Bank Interest	347	-	347	175
	<u>347</u>	<u>-</u>	<u>347</u>	<u>175</u>

TOTTERDOWN CHILDREN'S COMMUNITY WORKSHOP

NOTES TO THE FINANCIAL STATEMENTS

YEAR ENDED 31 MARCH 2020

Expenditure on:

5 Charitable activities

	Unrestricted Funds £	Restricted Funds £	Total Funds 2020 £	Total Funds 2019 £
Salaries	52,293	-	52,293	49,118
Outings & Activities	464	-	464	450
Refreshments	661	-	661	627
Equipment & Materials	1,801	-	1,801	761
Rent & Rates	7,999	-	7,999	7,436
Postage/Stationery/Printing	-	-	-	48
Telephone & Internet	642	-	642	272
Maintenance & Cleaning	297	-	297	50
Miscellaneous	167	-	167	44
Bank Charges	1	-	1	-
Software & Licences	612	-	612	70
Training	1,146	-	1,146	277
Recruitment	296	-	296	122
Payroll	554	-	554	561
Fraud	3,321	-	3,321	-
	<u>70,254</u>	<u>-</u>	<u>70,254</u>	<u>59,836</u>

6 Other

	Unrestricted Funds £	Restricted Funds £	Total Funds 2020 £	Total Funds 2019 £
Independent Examination	683	-	683	659
Insurance	363	-	363	363
Membership fees	478	-	478	409
	<u>1,524</u>	<u>-</u>	<u>1,524</u>	<u>1,431</u>

7 Net incoming resources for the year

This is stated after charging:

	2020 £	2019 £
Independent Examiners Fee	<u>683</u>	<u>659</u>

TOTTERDOWN CHILDREN'S COMMUNITY WORKSHOP

NOTES TO THE FINANCIAL STATEMENTS

YEAR ENDED 31 MARCH 2020

8 Staff costs and numbers

The aggregate payroll costs were:

	2020	2019
	£	£
Wages and salaries	52,083	48,908
Pension	210	210
	<u>52,293</u>	<u>49,118</u>

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

The average monthly head count was 8 staff (2019:8 staff)

9 Related Party Transactions

The charity trustees were not paid or received any other benefits from employment with the charity in the year (2019: £nil) neither were they reimbursed expenses during the year (2019: £nil). No charity trustee received payment for professional or other services supplied to the charity (2019: £nil).

There were no other related party transaction in the year (2019: £nil)

10 Debtors

	2020	2019
	£	£
Fees due	1,488	1,489
	<u>1,488</u>	<u>1,489</u>

11 Creditors: amounts falling due within one year

	2020	2019
	£	£
Trade Creditors	1,836	1,845
Accruals:		
Holiday Pay	1,042	2,156
Independent Examination	683	659
	<u>3,561</u>	<u>4,660</u>

TOTTERDOWN CHILDREN'S COMMUNITY WORKSHOP

NOTES TO THE FINANCIAL STATEMENTS

YEAR ENDED 31 MARCH 2020

12 Analysis of charitable funds

	At 01-Aug 2019	Incoming resources	Outgoing resources	Transfers	At 31-Jul 2020
	£	£	£	£	£
Unrestricted funds					
General funds	45,554	65,761	(71,778)	-	39,537
Designated funds	10,000	-	-	-	10,000
Total funds	55,554	65,761	(71,778)	-	49,537

Purpose of Designated fund:

Redundancy & Refurbishment reserve

13 Analysis of net assets between funds

	General Funds £	Designated Funds £	Total Funds £
Cash at Bank and In Hand	41,610	10,000	51,610
Other Net Current Assets/Liabilities)	(2,073)	-	(2,073)
Total	39,537	10,000	49,537

14 Analysis of charitable funds - previous year, as required by paragraph 4.2. of the SORP

	Unrestricted Funds £	Designated Funds £	Total Funds 2019 £
Incoming and Endowments from:			
Charitable Activities	78,231	-	78,231
Investment Income	175	-	175
Total Income	78,406	-	78,406
Expenditure on:			
Charitable activities	59,836	-	59,836
Other	1,431	-	1,431
Total Expenditure	61,267	-	61,267
Net Income	17,139	-	17,139
Total funds brought forward	28,415	10,000	38,415
Total funds carried forward	45,554	10,000	55,554