

**CHARITY REGISTRATION NUMBER: 1152188**

**Sunbeams Play**  
**Unaudited financial statements**  
**31 May 2020**

# Sunbeams Play

## Financial statements

Year ended 31 May 2020

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# Sunbeams Play

## Trustees' annual report

### Year ended 31 May 2020

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

The financial statements have been prepared 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 published in October 2019.

#### Reference and administrative details

<b>Registered charity name</b>	Sunbeams Play
<b>Charity registration number</b>	1152188
<b>Principal office</b>	7 Enterprise Court Gapton Hall Road Great Yarmouth Norfolk NR31 0ND

#### The trustees

The trustees who served during the year and at the date of approval were as follows:

Benjamin Dorsett (Chair from 1 October 2020)  
Tracey Hicks (Chair) (resigned 1 October 2020)  
Cameron Barlow (appointed 2 March 2020)  
David McLaren (resigned 1 October 2020)  
Samantha Osbourne (appointed 1 October 2020)  
Elizabeth Prentice  
David Warner  
Charles Watt

<b>Independent examiner</b>	Mark Proctor FCA DChA Lovewell Blake LLP Chartered accountants Bankside 300 Peachman Way Broadland Business Park Norwich NR7 0LB
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<b>Bankers</b>	HSBC 181 King Street Great Yarmouth Norfolk NR30 1LS
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# Sunbeams Play

## Trustees' annual report *(continued)*

**Year ended 31 May 2020**

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### **Objectives and activities**

#### **Principal activity**

The principal activity of Sunbeams Play is that of an after school and holiday club for 3 year olds and above with autistic spectrum conditions that will enable them, their siblings and parents to interact with each other through play. Staff and parents will be able to exchange information and will be signposted to other relevant organisations.

#### **Charitable objectives**

To promote and protect the physical and mental health of children, young people and their families who live with autistic spectrum disorders, Aspergers syndrome and attention related disorders through providing and promoting appropriate care, support, development and opportunities, education and practical advice.

Sunbeams Play is a registered charity which provides a fun, safe and caring environment for children and young people with an Autistic Spectrum Disorder to thrive. The charity understands how difficult it can be for these children and young people to engage in mainstream activities due to a variety of social need and anxieties. At Sunbeams Play they can relax and play in an environment that is suitable for them, alongside or with others who have the same/similar needs. Sunbeams is a self-referral centre in Great Yarmouth which aims to provide a safe, understanding and secure setting for children affected by autism and related conditions and offer respite to parents.

#### **Public benefit statement**

The Trustees have had due regard to the Charity Commission's public benefit guidance.

# Sunbeams Play

## Trustees' annual report *(continued)*

### Year ended 31 May 2020

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#### **Achievements and performance**

Due to the Covid restrictions towards the end of 2019-20 we were forced to adapt and temporarily closed in March. Staff were furloughed with management continuing to work to plan and develop services, writing additional policies and taking the well-being service online, through the internet and social media or telephone and video conferencing. Children and young people were provided with home activity bags containing treats, games and messages from key-workers.

#### **Groups**

Prior to the closure the Tuesday youth group set up for 16 to 25 year olds was very successful and continued to provide the opportunity to develop the skills needed to move into adulthood and employment. The remaining specialist groups were attended on a regular basis with the maximum number being held at 15 and a waiting list for all three groups. Our additional young carers group offered advice and support to siblings who often feel neglected and alone due to the needs of the key child. The sessions allow them time to relax, discuss worries and to spend time with friends and peers facing similar issues.

A Lego Club open to the community, was held for male carers providing opportunities for them to take part in Lego Therapy gaining skills and understanding around their children's needs and interact with their children while accessing advice and support from the facilitators or other parents.

During the summer and at Christmas, families enjoyed funded trips with additional events such as bingo, a summer fete and a Christmas craft fair. Due to restrictions our annual visit from the Iceni Harley Owners group to provide child/young people with Easter eggs was cancelled but due to kind donations from a local supermarket eggs and chocolate treats were delivered to their homes by volunteers.

#### **Support**

Prior to the pandemic we continued to offer support through our established support service and we were able to offer 1-1 support to parents, carers, siblings and the children/young people themselves, through 1-1 sessions at school or within the centre and a weekly Parent Support Group. Alongside 1-1 support the manager and support coordinator continued to facilitate parenting programmes including;

- 123 Magic Behaviour Management programme recommended by ADDiSS for children and young people with additional needs (3-12yrs)
- Barnardo's Cygnet programme looking at autism, its effects and how to support children's needs (5-18yrs). There is currently only one other team in Norfolk able to provide this programme and we are the only team able to facilitate the additional modules looking at Puberty, Sexual Awareness and Relationships in Norfolk and Suffolk
- Lego Therapy is provided by Monica (Manager) and Sue (support coordinator) looking at communication skills.

Advocacy was provided to families of children and young people registered to attend Sunbeams play, accompanying parents during Family Support Plan meetings, clinic appointments, SEN assessments and Educational Health Care Plan reviews increasing confidence and encouraging parents to have a voice in a difficult and intimidating situation, ensuring the children are provided with the appropriate support to enable them to access education, social and medical services, improving their lives and enabling them to work towards their full potential.

From the start of our temporary closure on the 23 March to the 31 May over 1,235 contacts were made. Most of the support was provided through phone calls, messaging and emails. Forms and paperwork were completed by emailing 'working documents' and scanning letters for parents to print and sign.

The largest area of support covered general advice and information including a listening ear to enable off-loading. Followed by emotional well-being and general health. Support was also provided around education, housing, benefits, social care, training and employment.

# Sunbeams Play

## Trustees' annual report *(continued)*

### Year ended 31 May 2020

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#### **Achievements and performance (continued)**

As part of the pandemic Tackling Hunger scheme we provided over 101 food packages to our vulnerable families and all children and young people registered received monthly gift bags containing treats and activities.

#### **Sunbeams Play Setting**

Following refurbishment we continue to update resources and equipment, the contract for the second resource centre has come to an end with all services returning to the main setting.

The website continues to be regularly updated with news articles, photos and programme of events. We continue to run two Facebook pages that are monitored daily and used regularly by parents to access information and support and have a third supported account run by a parent sharing their daughter's journey.

Through our reputation we have continued to work with a number of organisations providing advice and support:

- Following our support with creating a safe area the local Time and Tide museum asked for further advice to develop autism friendly exhibitions
- Children's services and Early Help continue to refer families
- We work closely with the police service to ensure children and young people attending are fully aware of the consequences of inappropriate behaviour and that Autism is recognised and understood
- Education - Sunbeams provides support and advocacy within 17 local schools, 2 colleges and a training centre
- Local Health clinics - Sunbeams provides support and reports for parents as well as attending appointments at the request of the parent or paediatrician
- GP surgery groups have requested talks and training once restrictions allow.

#### **Children/young people**

We have continued to gain funding to help those struggling due to financial difficulties enabling them to continue to access sessions and ensure continuity.

Through the 'All about me' folders, needs are identified and personalized plans put in place to monitor, enhance and develop progress, outcome charts are used to measure children's progress. Information gathered enables us to ensure progress, consistency and quality of provision for our users. Analysis of the data informs the Trustees of business needs for the Centre and shapes our strategic planning.

Partnership working has led to Sunbeams Play management team working with:

- the local health service as members of the Autistic Pathways committee,
- the Special Needs Advisory Group with meetings being held at Sunbeams Play,
- Norfolk County Council's SEN coordinator to lower EHCP delays
- Parents to gain EHCP, advising on applications and tribunals
- Great Yarmouth Borough Council manning stalls during town events.

#### **Staff**

Along with required training staff have continued to access personal development through training opportunities including Prevent and mental health awareness. During their furlough staff were contacted regularly and provided with food and wellbeing packages.

# Sunbeams Play

## Trustees' annual report *(continued)*

### Year ended 31 May 2020

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#### ***Planned reopening***

To enable a safe phased reopening a Covid policy has been developed with an easy to follow guide for the children and young people. Children/young people's attendance will be reduced to fortnightly for under 16 year olds, ensuring smaller groups. Each will be provided with a 1-1 to ensure social distancing and safe hygiene routines are maintained.

1-1 play workers will be responsible for their own area and disinfect the equipment used by their child/young person.

A 'Covid' cleaner will be employed to deep clean the centre twice a week ensuring all areas are disinfected and safe for all staff and children/young people.

All staff have taken an online Covid awareness course to ensure their understanding and full training will be given to all staff prior to opening to ensure continuity and safe practices.

PPE will be provided for all staff and children who want to use it, temperatures and details will be taken.

#### **Financial review**

Total income amounted to £156,682 (2019: £196,259) and after incurring expenditure of £156,840 (2019: £176,673), the net expenditure amounted to £158 (2019: £19,586).

#### **Reserves policy**

Holding reserves not required for the day to day operations is always difficult for smaller charities. The funds we are fortunate enough to raise are most often for a designated purpose, even if that purpose is over an extended time period, say paying for salaries for example. Thus, it is never easy to put "x" months of operating expenses on one side. Since the year-end we have been able to build up a reserve to cover three months expenditure, which amounts to approximately £45,000. However, we believe that tight financial control with a heavy emphasis on weekly cash management and the production of management accounts within two and a half weeks of the month end is vital. This together with a heavy focus on the submission and tight monitoring of the progress of grant applications is the most appropriate way to manage our financial position.

The charity had free reserves represented by net current assets in the general fund, of £12,932 at the year-end (2019: £10,606). In addition to this the charity held £30,762 (2019: £25,669) of restricted reserves to be used in accordance with specific restrictions imposed by donors.

The Trustees aim to build reserves to a level of four months operating costs.

#### **Plans for future periods**

The Trustees plan on continuing running the charity in line with the objectives set out on page 2.

# Sunbeams Play

## Trustees' annual report *(continued)*

### Year ended 31 May 2020

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#### Structure, governance and management

##### Governing document

Sunbeams Play was formed on 28 May 2013 and is a Charitable Incorporated Organisation governed by the constitution and registered with the Charity Commission (registration number 1152188).

##### Recruitment and appointment of Trustees

Apart from the first Trustees, every Trustee must be appointed by a resolution passed at a properly convened meeting of the charity Trustees.

In selecting individuals for appointment as Trustee, the Trustees must have regard to the skills, knowledge and experience needed for the effective administration of the CIO.

##### Induction and training of Trustees

All new Trustees will be provided with copies of:

- The Charity's Trust Deed
- The latest accounts of the Charity

New Trustees are encouraged to read the Charity Commission guidance notes The Essential Trustee - "What you need to know, what you need to do".

In addition, Trustees are encouraged to read Charity Commission and other newsletters and to attend courses designed to keep them abreast of their duties and responsibilities.

##### Risk management

The Trustees review the risks of the charity on a regular basis and have implemented policies and procedures to mitigate exposure to these risks. In addition a review of all financial risks is undertaken on a regular basis.

##### Organisational structure

During the financial year, Sunbeams Play has upgraded the board of Trustees and the responsibilities of each board member. Both the two senior executives within Sunbeams serve on the board. The board normally meets quarterly but has the ability to meet more frequently if required. There are committees for finance, premises and logistics and human resources. Finance meets monthly, the others meet as required depending on their individual requirements. In addition, starting in mid-2020, board members are circulated with a broader range of papers of interest to them and their areas of responsibility in-between formal meetings.

##### True and fair override

The financial statements have been prepared to give a "true and fair" view and have departed from the Charities (Accounts and Reports) Regulations 2008 only to the extent required to provide a "true and fair view". This departure has involved following the 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 issued in October 2019 rather than the Accounting and Reporting by Charities: Statement of Recommended Practice effective from 1 April 2005 which has since been withdrawn.

##### Independent examiner

A resolution to reappoint Mark Proctor of Lovewell Blake LLP as independent examiner for the ensuing year will be proposed at the Annual General Meeting.



# Sunbeams Play

## Trustees' annual report *(continued)*

### Year ended 31 May 2020

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The trustees' annual report was approved on 21 March 2021 and signed on behalf of the board of trustees by:

Charles Watt  
Trustee

# Sunbeams Play

## Independent examiner's report to the trustees of Sunbeams Play

### Year ended 31 May 2020

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I report to the charity trustees on my examination of the financial statements of the charity for the year ended 31 May 2020 which comprise the statement of financial activities, statement of financial position and the related notes.

#### Responsibilities and basis of report

As the charity's trustees you are responsible for the preparation of the financial statements in accordance with the requirements of the Charities Act 2011 ('the Act').

I report in respect of my examination of the charity's financial statements carried out under section 145 of the Act and in carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

#### Independent examiner's statement

I have completed my examination. I confirm that no matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

1. accounting records were not kept in respect of the company as required by section 130 of the Act; or
2. the financial statements do not accord with those records; or
3. the financial statements do not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair view' which is not a matter considered as part of an independent examination.

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

Your attention is drawn to the fact that the charity has prepared the accounts (financial statements) 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) in preference to the Accounting and Reporting by Charities: Statement of Recommended Practice issued on 1 April 2005 which is referred to in the extant regulations but has since been withdrawn. I understand that this has been done in order for the accounts to provide a true and fair view in accordance with the Generally Accepted Accounting Practice effective for reporting periods beginning on or after 1 January 2015.

Mark Proctor FCA DChA  
Independent Examiner

Lovewell Blake LLP  
Chartered accountants  
Bankside 300  
Peachman Way  
Broadland Business Park  
Norwich  
NR7 0LB

24 March 2021

# Sunbeams Play

## Statement of financial activities

Year ended 31 May 2020

		Unrestricted funds £	2020 Restricted funds £	Total funds £	2019 Total funds £
	Note				
<b>Income and endowments</b>					
Donations and legacies	4	79,474	40,383	119,857	156,609
Charitable activities		29,440	–	29,440	39,650
Other income		7,385	–	7,385	–
<b>Total income</b>		<u>116,299</u>	<u>40,383</u>	<u>156,682</u>	<u>196,259</u>
<b>Expenditure</b>					
Charitable activities	7	<u>121,550</u>	<u>35,290</u>	<u>156,840</u>	<u>176,673</u>
<b>Total expenditure</b>		<u>121,550</u>	<u>35,290</u>	<u>156,840</u>	<u>176,673</u>
<b>Net income/(expenditure) and net movement in funds</b>		<u>(5,251)</u>	<u>5,093</u>	<u>(158)</u>	<u>19,586</u>
<b>Reconciliation of funds</b>					
Total funds brought forward		<u>35,405</u>	<u>25,669</u>	<u>61,074</u>	<u>41,488</u>
<b>Total funds carried forward</b>		<u>30,154</u>	<u>30,762</u>	<u>60,916</u>	<u>61,074</u>

The statement of financial activities includes all gains and losses recognised in the year.  
All income and expenditure derive from continuing activities.

The notes on pages 11 to 22 form part of these financial statements.

# Sunbeams Play

## Statement of financial position

31 May 2020

		2020		2019	
	Note	£	£	£	£
<b>Fixed assets</b>					
Tangible fixed assets	12		17,222		24,799
<b>Current assets</b>					
Debtors	13	1,752		4,739	
Cash at bank and in hand		59,214		35,545	
		<u>60,966</u>		<u>40,284</u>	
<b>Creditors: Amounts falling due within one year</b>	14	<u>(17,272)</u>		<u>(4,009)</u>	
<b>Net current assets</b>			43,694		36,275
<b>Total assets less current liabilities</b>			<u>60,916</u>		<u>61,074</u>
<b>Net assets</b>			<u>60,916</u>		<u>61,074</u>
<b>Funds of the charity</b>					
Restricted funds			30,762		25,669
Unrestricted funds			30,154		35,405
<b>Total charity funds</b>	16		<u>60,916</u>		<u>61,074</u>

These financial statements were approved by the board of trustees and authorised for issue on 21 March 2021 and are signed on behalf of the board by:

Charles Watt  
Trustee

The notes on pages 11 to 22 form part of these financial statements.

# Sunbeams Play

## Notes to the financial statements

Year ended 31 May 2020

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### 1. General information

The charity is a registered charity in England and Wales and is unincorporated. The address of the principal office is 7 Enterprise Court, Gapton Hall Road, Great Yarmouth, Norfolk, NR31 0ND.

### 2. Statement of compliance

The charity constitutes a public benefit entity as defined by FRS 102. 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 issued in October 2019, the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS 102), the Charities Act 2011 and UK Generally Accepted Accounting Practice.

The financial statements have been prepared to give a 'true and fair' view and have departed from the Charities (Accounts and Reports) Regulations 2008 only to the extent required to provide a 'true and fair view'. This departure has involved following the 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 issued in October 2019 rather than the Accounting and Reporting by Charities: Statement of Recommended Practice effective from 1 April 2005 which has since been withdrawn.

### 3. Accounting policies

#### Basis of preparation

The financial statements have been prepared on the historical cost basis, as modified by the revaluation of certain financial assets and liabilities and investment properties measured at fair value through income or expenditure.

The financial statements are prepared in sterling, which is the functional currency of the entity.

#### Going concern

The Trustees and the team at Sunbeams Play have made good progress over the current year covered by these accounts which continues through the financial year 2020/21. The changes and the methodology now employed, as set out in the Trustees' report under reserves policy and organisational structure, have provided the charity with much better financial and management control. We continue to put forward robust and well thought through requests for grants and have a continuing good response. For the reasons set out above the Trustees continue to adopt the going concern basis in the preparation of these accounts. The Trustees have taken into account the effects of Covid-19 in making this assessment.

#### Fund accounting

Unrestricted funds are available for use at the discretion of the trustees to further any of the charity's purposes.

Restricted funds are subjected to restrictions on their expenditure declared by the donor or through the terms of an appeal, and fall into one of two sub-classes: restricted income funds or endowment funds.

# Sunbeams Play

## Notes to the financial statements *(continued)*

### Year ended 31 May 2020

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#### 3. Accounting policies *(continued)*

##### Income

All income is included in the statement of financial activities when entitlement has passed to the charity, it is probable that the economic benefits associated with the transaction will flow to the charity and the amount can be reliably measured. The following specific policies are applied to particular categories of income:

- income from donations or grants is recognised when there is evidence of entitlement to the gift, receipt is probable and its amount can be measured reliably.
- income from donated goods is measured at the fair value of the goods unless this is impractical to measure reliably, in which case the value is derived from the cost to the donor or the estimated resale value. Donated facilities and services are recognised in the accounts when received if the value can be reliably measured. No amounts are included for the contribution of general volunteers.

##### Expenditure

Expenditure is recognised on an accruals basis as a liability is incurred. Expenditure includes any VAT which cannot be fully recovered, and is classified under headings of the statement of financial activities to which it relates:

- expenditure on charitable activities includes all costs incurred by a charity in undertaking activities that further its charitable aims for the benefit of its beneficiaries, including those support costs and costs relating to the governance of the charity apportioned to charitable activities.

##### Operating leases

Lease payments are recognised as an expense over the lease term on a straight-line basis. The aggregate benefit of lease incentives is recognised as a reduction to expense over the lease term, on a straight-line basis.

##### Tangible assets

Tangible assets are initially recorded at cost, and subsequently stated at cost less any accumulated depreciation and impairment losses. Any tangible assets carried at revalued amounts are recorded at the fair value at the date of revaluation less any subsequent accumulated depreciation and subsequent accumulated impairment losses.

An increase in the carrying amount of an asset as a result of a revaluation, is recognised in other recognised gains and losses, unless it reverses a charge for impairment that has previously been recognised as expenditure within the statement of financial activities. A decrease in the carrying amount of an asset as a result of revaluation, is recognised in other recognised gains and losses, except to which it offsets any previous revaluation gain, in which case the loss is shown within other recognised gains and losses on the statement of financial activities.

##### Depreciation

Depreciation is calculated so as to write off the cost or valuation of an asset, less its residual value, over the useful economic life of that asset as follows:

Fixtures and fittings	- 33% & 11% Straight line
Equipment	- 33% straight line

# Sunbeams Play

## Notes to the financial statements *(continued)*

### Year ended 31 May 2020

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#### 3. Accounting policies *(continued)*

##### **Impairment of fixed assets**

A review for indicators of impairment is carried out at each reporting date, with the recoverable amount being estimated where such indicators exist. Where the carrying value exceeds the recoverable amount, the asset is impaired accordingly. Prior impairments are also reviewed for possible reversal at each reporting date.

For the purposes of impairment testing, when it is not possible to estimate the recoverable amount of an individual asset, an estimate is made of the recoverable amount of the cash-generating unit to which the asset belongs. The cash-generating unit is the smallest identifiable group of assets that includes the asset and generates cash inflows that largely independent of the cash inflows from other assets or groups of assets.

For impairment testing of goodwill, the goodwill acquired in a business combination is, from the acquisition date, allocated to each of the cash-generating units that are expected to benefit from the synergies of the combination, irrespective of whether other assets or liabilities of the charity are assigned to those units.

##### **Financial instruments**

A financial asset or a financial liability is recognised only when the entity becomes a party to the contractual provisions of the instrument.

Basic financial instruments are initially recognised at the amount receivable or payable including any related transaction costs, unless the arrangement constitutes a financing transaction, where it is recognised at the present value of the future payments discounted at a market rate of interest for a similar debt instrument.

Current assets and current liabilities are subsequently measured at the cash or other consideration expected to be paid or received and not discounted.

Debt instruments are subsequently measured at amortised cost.

##### **Defined contribution plans**

Contributions to defined contribution plans are recognised as an expense in the period in which the related service is provided. Prepaid contributions are recognised as an asset to the extent that the prepayment will lead to a reduction in future payments or a cash refund.

When contributions are not expected to be settled wholly within 12 months of the end of the reporting date in which the employees render the related service, the liability is measured on a discounted present value basis. The unwinding of the discount is recognised as an expense in the period in which it arises.

# Sunbeams Play

## Notes to the financial statements *(continued)*

Year ended 31 May 2020

### 4. Donations and legacies

	Unrestricted Funds £	Restricted Funds £	Total Funds 2020 £
<b>Donations</b>			
Donations	78,474	4,625	83,099
<b>Grants</b>			
Birketts	—	250	250
Voluntary Norfolk	—	300	300
Leeds Building Society	1,000	—	1,000
Garfield Weston Foundation	—	20,500	20,500
NCF	—	9,897	9,897
New Endeavour	—	2,000	2,000
Greggs Community Fund	—	2,811	2,811
	<u>79,474</u>	<u>40,383</u>	<u>119,857</u>
	Unrestricted Funds £	Restricted Funds £	Total Funds 2019 £
<b>Donations</b>			
Donations	7,506	1,536	9,042
<b>Grants</b>			
Three Guineas Trust	100,000	—	100,000
Asda	—	300	300
Birketts	—	10,000	10,000
Boshier	—	1,000	1,000
Geoffrey Watling Charity	—	3,000	3,000
Groundworks UK	—	4,000	4,000
Screwfix	—	1,634	1,634
Tesco	—	4,131	4,131
Voluntary Norfolk	—	300	300
Wychwood	—	1,080	1,080
Beach	—	1,000	1,000
NCF	—	19,872	19,872
Momentum	—	250	250
Iceni Harley Owners	—	1,000	1,000
	<u>107,506</u>	<u>49,103</u>	<u>156,609</u>



# Sunbeams Play

## Notes to the financial statements *(continued)*

Year ended 31 May 2020

### 5. Charitable activities

	Unrestricted Funds £	Restricted Funds £	Total Funds 2020 £
Fees	29,240	—	29,240
Miscellaneous income	200	—	200
	<u>29,440</u>	<u>—</u>	<u>29,440</u>
	Unrestricted Funds £	Restricted Funds £	Total Funds 2019 £
Fees	38,473	—	38,473
Fundraising	168	905	1,073
Merchandise sales	104	—	104
	<u>38,745</u>	<u>905</u>	<u>39,650</u>

### 6. Other income

	Unrestricted Funds £	Restricted Funds £	Total Funds 2020 £
Furlough grants	7,385	—	7,385
	<u>7,385</u>	<u>—</u>	<u>7,385</u>

# Sunbeams Play

## Notes to the financial statements (continued)

Year ended 31 May 2020

### 6. Expenditure on charitable activities by fund type

	Unrestricted Funds £	Restricted Funds £	Total Funds 2020 £
Rent	22,647	–	22,647
Fees and salaries	70,786	27,667	98,453
Staff training	78	556	634
Gas and electricity	2,727	–	2,727
Water	379	–	379
Printer, postage and stationery	807	–	807
Insurance	3,044	–	3,044
Repairs and renewals	–	822	822
Telephone	1,527	–	1,527
Petty cash expenditure	316	–	316
Accountancy and payroll fees	2,892	–	2,892
Miscellaneous	342	–	342
Depreciation	8,977	–	8,977
Cleaning	998	–	998
IT costs	2,470	253	2,723
Sessions	527	–	527
Other costs	244	5,992	6,236
Legal and professional fees	2,789	–	2,789
	<u>121,550</u>	<u>35,290</u>	<u>156,840</u>

  

	Unrestricted Funds £	Restricted Funds £	Total Funds 2019 £
Rent	20,002	1,679	21,681
Fees and salaries	84,720	26,369	111,089
Staff training	2,912	–	2,912
Gas and electricity	2,642	–	2,642
Water	25	–	25
Printer, postage and stationery	1,454	–	1,454
Insurance	1,863	–	1,863
Repairs and renewals	2,649	–	2,649
Telephone	1,736	–	1,736
Petty cash expenditure	–	–	–
Accountancy and payroll fees	3,345	–	3,345
Miscellaneous	58	2,051	2,109
Depreciation	10,240	–	10,240
Cleaning	796	–	796
IT costs	324	–	324
Sessions	280	1,078	1,358
Other costs	6,814	–	6,814
Legal and professional fees	3,662	1,974	5,636
	<u>143,522</u>	<u>33,151</u>	<u>176,673</u>

### 7. Net income

Net income is stated after charging/(crediting):

	2020 £	2019 £
Depreciation of tangible fixed assets	<u>8,977</u>	<u>10,240</u>

# Sunbeams Play

## Notes to the financial statements *(continued)*

### Year ended 31 May 2020

#### 8. Independent examination fees

	<b>2020</b>	2019
	<b>£</b>	£
Fees payable to the independent examiner for: Independent examination of the financial statements	<u>2,112</u>	<u>2,052</u>

#### 9. Staff costs

The total staff costs and employee benefits for the reporting period are analysed as follows:

	<b>2020</b>	2019
	<b>£</b>	£
Wages and salaries	92,856	103,898
Social security costs	3,906	5,273
Employer contributions to pension plans	<u>1,691</u>	<u>1,918</u>
	<u>98,453</u>	<u>111,089</u>

The average head count of employees during the year was 11 (2019: 10).

No employee received employee benefits of more than £60,000 during the year (2019: Nil).

#### 10. Trustee remuneration and expenses

No remuneration or other benefits from employment with the charity or a related entity were received by the trustees.

#### 11. Tangible fixed assets

	Fixtures and fittings £	Equipment £	<b>Total £</b>
<b>Cost</b>			
At 1 June 2019	50,760	15,168	65,928
Additions	<u>1,400</u>	<u>—</u>	<u>1,400</u>
<b>At 31 May 2020</b>	<u>52,160</u>	<u>15,168</u>	<u>67,328</u>
<b>Depreciation</b>			
At 1 June 2019	26,830	14,299	41,129
Charge for the year	<u>8,109</u>	<u>868</u>	<u>8,977</u>
<b>At 31 May 2020</b>	<u>34,939</u>	<u>15,167</u>	<u>50,106</u>
<b>Carrying amount</b>			
<b>At 31 May 2020</b>	<u>17,221</u>	<u>1</u>	<u>17,222</u>
At 31 May 2019	<u>23,930</u>	<u>869</u>	<u>24,799</u>

#### 12. Debtors

	<b>2020</b>	2019
	<b>£</b>	£
Trade debtors	478	918
Prepayments and accrued income	<u>1,274</u>	<u>3,821</u>
	<u>1,752</u>	<u>4,739</u>

# Sunbeams Play

## Notes to the financial statements *(continued)*

### Year ended 31 May 2020

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#### 13. Creditors: Amounts falling due within one year

	2020	2019
	£	£
Trade creditors	1,190	1
Accruals and deferred income	16,082	2,052
Social security and other taxes	—	1,956
	<u>17,272</u>	<u>4,009</u>

#### 14. Pensions and other post retirement benefits

##### Defined contribution plans

The amount recognised in income or expenditure as an expense in relation to defined contribution plans was £1,691 (2019: £1,918).

# Sunbeams Play

## Notes to the financial statements *(continued)*

### Year ended 31 May 2020

#### 15. Analysis of charitable funds

##### 2020

	At 1 June 2019 £	Income £	Expenditure £	Transfers £	At 31 May 2020 £
<b>General funds</b>					
General funds	35,405	116,299	(121,550)	—	30,154
<b>Restricted funds</b>					
Ancient Druids	—	300	(300)	—	—
Beach	1,000	—	(1,000)	—	—
Birketts	10,000	250	(9,050)	—	1,200
Boshier Circus	386	—	(386)	—	—
COVID-19	—	1,000	—	—	1,000
East of England Co-op Loneliness Fund	8	—	(8)	—	—
Garfield Weston Foundation	—	20,500	(5,898)	—	14,602
Geoffrey Watling Charity	3,000	—	(3,000)	—	—
Greggs Foundation	—	2,811	(2,691)	—	120
Handelsbanken Mental Health and Wellbeing	1,749	—	(1,749)	—	—
Iwill	3	2,445	(576)	—	1,872
Lovewell Blake Fund	1,286	986	(1,695)	—	577
Momentum	83	—	(83)	—	—
New Endeavour Rangers Fund	274	2,000	(928)	—	1,346
Resolute Community Fund	26	—	(26)	—	—
Red House Youth Projects	—	2,000	—	—	2,000
Screwfix	1,634	—	(1,075)	—	559
Silk Purse Fund	339	—	(339)	—	—
Target Follow	321	—	(321)	—	—
Tesco	131	—	(131)	—	—
Voluntary Norfolk	300	300	(300)	—	300
Vulnerable Families Fund	—	3,466	—	—	3,466
Walking for Norfolk	1,864	—	(1,864)	—	—
Warburtons	—	250	—	—	250
Wychwood Charitable Trust	1,080	—	(1,080)	—	—
Other restricted funds	2,185	4,075	(2,790)	—	3,470
	<u>61,074</u>	<u>156,682</u>	<u>(156,840)</u>	<u>—</u>	<u>60,916</u>

**General Funds** - Available for use at the discretion of the Trustees in furtherance of the general objectives of the charity and which have not been designated for other purposes.

**Ancient Druids** – Towards cookery costs.

**Beach** - Towards costs of running youth clubs.

**Birketts** - Towards providing a resource centre and wellbeing.

**Boshier Circus** - Grant towards trips and activities.

**COVID-19** - Grant from NCF towards COVID costs.

# Sunbeams Play

## Notes to the financial statements *(continued)*

### Year ended 31 May 2020

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**East of England Co-op Loneliness Fund** - Towards a new training room to expand support available for parents and carers and costs of running youth clubs.

**Garfield Weston Foundation** – Towards running costs other than rent and wages.

**Geoffrey Watling Charity** - Towards providing a resource centre.

**Greggs Foundation** - Grant towards trips and activities.

**Handelsbanken Mental Health and Wellbeing** - To support the costs of the parent support group.

**Iwill Fund** - Towards staff costs and resources for youth clubs.

**Lovewell Blake Fund** - Towards staff costs and craft resources.

**Momentum** - Helping the charity to support young people better.

**New Endeavour Rangers Fund** - Grant towards trips and activities.

**Resolute Community Fund** - Towards staff costs, offering support for parents, carers and young people.

**Red House Youth Projects** – Grant towards trips.

**Screwfix** - Towards refurbishment costs.

**Silk Purse Fund** - To offer a bursary to help children and young people whose families are struggling financially to attend the centre.

**Target Follow** - Towards providing a resource centre.

**Tesco** - Towards costs for artificial grass and training.

**Voluntary Norfolk** - Towards training costs.

**Vulnerable Families Fund** – Towards staffing costs for the understand Autism programme and outside services to provide more information on mental health.

**Walking for Norfolk** - Towards staff costs for young carers.

**Warburtons** - Towards cookery costs.

**Wychwood Charitable Trust** - To offer a bursary to help children and young people whose families are struggling financially to attend the centre.

**Other restricted funds** - Comprised of restricted income from donations, book stalls, trip donations, training, craft fairs and raffles.

# Sunbeams Play

## Notes to the financial statements *(continued)*

### Year ended 31 May 2020

2019	At 1 June 2018 £	Income £	Expenditure £	Transfers £	At 31 May 2019 £
<b>General funds</b>					
General funds	24,676	146,251	(143,522)	8,000	35,405
<b>Restricted funds</b>					
Asda	—	300	(300)	—	—
Beach	—	1,000	—	—	1,000
Birketts	—	10,000	—	—	10,000
Bishop of Norwich	—	700	(700)	—	—
Boshier Circus	—	1,000	(614)	—	386
Broadland Meridan					
Mental Health and					
Wellbeing Fund	2,358	—	(2,358)	—	—
East of England Co-op					
Loneliness Fund	1,150	300	(1,442)	—	8
Geoffrey Watling Charity	—	3,000	—	—	3,000
Greggs Foundation	2,000	—	(2,000)	—	—
Groundworks UK	—	4,000	—	(4,000)	—
Handelsbanken Mental					
Health and Wellbeing	3,170	—	(1,421)	—	1,749
Iceni Harley Owners	—	1,000	(1,000)	—	—
Iwill	—	2,077	(2,074)	—	3
Little Acorns Community					
Fund	2,000	2,000	(4,000)	—	—
Lovewell Blake Fund	1,545	1,750	(2,009)	—	1,286
Momentum	—	250	(167)	—	83
New Endeavour Rangers					
Fund	989	1,885	(2,600)	—	274
Paul Bassham					
Community First	500	—	(500)	—	—
Resolute Community					
Fund	2,000	2,000	(3,974)	—	26
Screwfix	—	1,634	—	—	1,634
Shelroy Charitable Trust	1,100	—	(1,100)	—	—
Silk Purse Fund	—	2,160	(1,821)	—	339
Target Follow	—	2,000	(1,679)	—	321
Tesco	—	4,131	—	(4,000)	131
Voluntary Norfolk	—	300	—	—	300
Walking for Norfolk	—	5,000	(3,136)	—	1,864
Wychwood Charitable					
Trust	—	1,080	—	—	1,080
Other restricted funds	—	2,441	(256)	—	2,185
	<u>41,488</u>	<u>196,259</u>	<u>(176,673)</u>	<u>—</u>	<u>61,074</u>

# Sunbeams Play

## Notes to the financial statements *(continued)*

### Year ended 31 May 2020

#### 16. Analysis of net assets between funds

Year ended 31 May 2020

	Unrestricted Funds £	Restricted Funds £	<b>Total Funds 2020 £</b>	Total Funds 2019 £
Tangible fixed assets	17,222	–	17,222	24,799
Current assets	30,204	30,762	60,966	40,284
Creditors	(17,272)	–	(17,272)	(4,009)
Net assets	<u>30,154</u>	<u>30,762</u>	<u>60,916</u>	<u>61,074</u>

Year ended 31 May 2019

	Unrestricted Funds £	Restricted Funds £	<b>Total Funds 2019 £</b>	Total Funds 2018 £
Tangible fixed assets	24,799	–	24,799	27,039
Current assets	14,615	25,669	40,284	18,281
Creditors	(4,009)	–	(4,009)	(3,832)
Net assets	<u>35,405</u>	<u>25,669</u>	<u>61,074</u>	<u>41,488</u>

#### 17. Operating lease commitments

The total future minimum lease payments under non-cancellable operating leases are as follows:

	<b>2020 £</b>	2019 £
Not later than 1 year	15,284	15,284
Later than 1 year and not later than 5 years	<u>22,926</u>	<u>38,210</u>
	<u>38,210</u>	<u>53,494</u>

#### 18. Related parties

There were no related party transactions during the year (2019: £Nil).