

**ST JOHN'S WOOD ADVENTURE PLAYGROUND  
COMPANY LIMITED BY GUARANTEE**

**REPORT OF THE TRUSTEES AND FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31<sup>st</sup> MARCH 2016**

Charity Registration Number 1141000  
Company Number 07325481 (England and Wales)

**ST JOHN'S WOOD ADVENTURE PLAYGROUND  
COMPANY LIMITED BY GUARANTEE**

**CONTENTS OF THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31ST MARCH 2016**

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**ST JOHN'S WOOD ADVENTURE PLAYGROUND  
COMPANY LIMITED BY GUARANTEE**

**REPORT OF THE TRUSTEES  
FOR THE YEAR ENDED 31ST MARCH 2016**

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The Trustees, who are also the directors of the company for the purposes of the Companies Act 2006, present their report and financial statements of the charity for the year ended 31 March 2016.

The financial statements have been prepared in accordance with the accounting policies set out in note 1 to the financial statements and comply with the charity's constitution, the Companies Act 2006 and the Statement of Recommended Practice: "Accounting and Reporting by Charities" published in 2005.

**REFERENCE AND ADMINISTRATIVE INFORMATION**

**Registered Company number**  
07325481

**Registered Charity number**  
1141000

**Registered office**  
51 – 56 St John's Wood Terrace  
London  
NW8 6LP  
020 7586 1884  
[adjohnsadventureplayground@btconnect.com](mailto:adjohnsadventureplayground@btconnect.com)

**Trustees**  
The trustees who serviced during the year were as follows:

E Muspratt            (Chairperson)  
U Howe                (Vice Chair)  
E Maxwell  
R Berhane  
H Simpson  
E Tandy

**Company Secretary and Treasurer**  
E Muspratt

**Bankers**  
National Westminster Bank PLC  
102 St John's Wood High Street  
London  
NW8 7SD

**Independent Examiner**  
Brian Reavill  
57 Hillcrest Road  
Orpington  
Kent  
BR6 9AQ

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**STRUCTURE, GOVERNANCE AND MANAGEMENT**

**Governing document**

The charity is constituted as a company limited by guarantee and is governed by its Memorandum and Articles of Association.

**Recruitment and appointment of new trustees**

The directors, who are also trustees, may be appointed by ordinary resolution of the Board from those directors retiring by rotation or through nomination by member(s) of the company, giving not less than fourteen nor more than thirty-five clear days notice in advance of a general meeting (for persons other than a director retiring by rotation).

At the first annual general meeting all the directors must retire from office and at each subsequent annual general meeting one third of the directors must retire from office. Retiring directors are eligible for re-election. Directors and trustees are briefed on their responsibilities as trustees prior to the acceptance of the role.

The board meets as required and all directors and trustees contribute to the efficient and proper management of the charity.

The most recent Annual General Meeting was held on 17<sup>th</sup> October 2014

**Risk management**

The trustees have a duty to identify and review the risks to which the charity is exposed and to ensure appropriate controls are in place to provide reasonable assurance against fraud and error. This is kept under review.

**OBJECTIVES AND ACTIVITIES FOR THE PUBLIC BENEFIT**

The Charity's objective, set out in its Articles of Association, is to help children with a view to contributing to their health & well-being, and promoting their recreational, physical and emotional development.

The Charity's principle activity is to provide, maintain and manage an Adventure Playground, for the benefit of children. A large proportion of its income has come from Westminster City Council, grant-making charities and income from rental of the site, with the balance from affordable fees from parents and guardians of the children. We welcome all children regardless of their personal background or circumstances and believe this philosophy of openness to all enriches everyone through shared play experience and taking part in a wide range of activities.

In planning our activities for the coming year we kept in mind, at our Trustee meetings, the Charity Commission's guidance on public benefit.

**ACHIEVEMENTS AND PERFORMANCE**

**Management**

During the year, the Trustees have developed a good spread of appropriate expertise.

**Membership**

Currently 320 children are registered with us. Our fee structure is providing us with some income and yet is affordable to parents and caregivers. No child is prohibited from joining the Playground in the event that their parents or caregivers are unable to pay the fees and we have developed a new structure to address this. We have helped parents and caregivers gain access to relevant childcare benefits such as Child Tax credits, student childcare benefits and Childcare vouchers.

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**Income and Fundraising**

From April 2015 – March 2016 we have been generated income through fundraising through grant applications to charities & trusts. In addition we charge a very small fee to users and generate income through lettings and private party hire.

With annual running costs in excess of £140,000 raising funds is the principle priority for the Trustees. We have redoubled our efforts to fill the funding gap.

The following represents income actually achieved in the year:-

**Grants, fundraising activities & donations**

Heathcote Bequest Fund	£3,000
St. Marylebone Educational Foundation	£6,127
Hyde Park Place Estates Charity	£4,000
Westminster Amalgamated Charity	£7,000
Strand Parishes Trust	£5,000
Westminster City Council Ward Forum (Abbey Road)	£5,000
John Lyon's Charity	£11,500

We are greatly indebted to all our funders who, with generosity, make our work possible.

**Lettings**

We have a five year lease (in year 5 of 5) with a nursery school, Tigerlillies, at a rental income of £32,500.

**Publicity**

We send out a monthly newsletter to parents and caregivers, our partners and other stakeholders. We advertise our summer activities in the "Summer in the City" publication which is a Tri-Borough publication sent to all schools and organisations working with children and young people. We have a website – [www.adventureplayground.org.uk](http://www.adventureplayground.org.uk)

**OFSTED**

The Playground is registered with Ofsted under the Childcare register.

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**Play programmes**

The Playground has been able to offer a year-round service to over 300 members during the term-time and school holidays. We also developed some ongoing activities and introduced new projects including:-

- Child-led Adventure Play
- Walking Bus school pick-up service
- Inclusive Play
- Paddington Farm residential

**Partnerships and related organisations**

We took part in the Tri-Borough consultations alongside other Community & Adventure Play organisations about the future models for the delivery of Play.

Our partnership work and activities with Salusbury World, who work with refugee & asylum seekers, takes place during the school holidays.

The American School in London provides support through resources and volunteering throughout the year.

**Staff & Volunteers**

A Senior Playworker carries out the day-to-day operational management of the Playground supported by a team of Sessional Playworkers. The day-to-day administration is carried out by an Administrator and the strategic development, management and fundraising is carried out by a Manager.

**FINANCIAL REVIEW AND RESERVES POLICY**

The trustees are satisfied with the performance of the charitable company and with the position of the reserves at the end of the year.

It is the policy of the charity to maintain unrestricted funds in the form of net current assets at a level which the trustees believe appropriate after considering the future commitments of the charity and the likely administrative costs of the charity in the coming year.

**ST JOHN'S WOOD ADVENTURE PLAYGROUND  
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**REPORT OF THE TRUSTEES  
FOR THE YEAR ENDED 31ST MARCH 2016**

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**STATEMENT OF TRUSTEES' RESPONSIBILITIES**

The trustees, who are also directors of the company, are responsible for preparing the trustees' report and the financial statement in accordance with the applicable law and the United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

The law applicable to charitable companies in England and Wales requires the trustees of the charity to prepare financial statements each financial year which give a true and fair view of the state of affairs of the charity and of the incoming resources and application of resources, including the income and expenditure, of the charitable company for that period. In preparing those financial statements the trustees are required to

- Select suitable accounting policies and apply them consistently;
- Observe the methods and principles in the Charities SORP;
- Make judgements and estimates that are reasonable and prudent;
- State whether applicable UK Accounting Standards have been followed, subject to any material departures disclosed and explained in the financial statements, and
- Prepare the financial statements on the going concern basis unless it is inappropriate to presume the charitable company 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 charitable company and enable them to ensure that the financial statements comply with the Companies Act. They are also responsible for safeguarding assets of the charitable company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

The report has been prepared in accordance with the special provision of Part 15 of the Companies Act 2006 relating to small companies.

**BY ORDER OF THE BOARD**



Elizabeth Muspratt, Chairperson  
31<sup>st</sup> May 2016

## **INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF ST JOHN'S WOOD ADVENTURE PLAYGROUND**

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I report on the accounts of the company for the year ended 31 March 2016, which are set out on pages 7 – 12.

This report is made solely to the trustees as a body, in accordance with the terms of my engagement. My work has been undertaken so that I might report to the trustees those matters I am required to report to them in an independent examiner's report and for no other purpose. To the fullest extent permitted by law, I do not accept or assume responsibility to anyone other than the charity and the charity's trustees for my work or for this report.

### **Respective responsibilities of trustees and examiner**

The trustees (who are also directors of the company for the purpose of company law) are responsible for the preparation of the financial statements. The charity's trustees consider that an audit is not required for this year under section 43 (2) of the Charities Act 1991 (the 1993 Act) and that an independent examination is needed.

Having satisfied myself that the charity is not subject to audit under Part 16 of the Companies Act 2006 and is eligible for independent examination, it is my responsibility to:

- examine the accounts under section 43 of the 1993 Act
- follow the procedures laid down in the General Directions given by the Charity Commission under section 43 (7)(b) of the 1993 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 the seeking of explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit and, consequently, no opinion is given as to whether the accounts present a "true and fair view" and the report is limited to those matters set out in the statement below.

### **Independent examiner's statement**

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

- which gives me reasonable cause to believe that, in any material respect, the requirements:
  - (a) to keep accounting records in accordance with section 386 Companies Act 2006; and
  - (b) to prepare accounts which accord with the accounting records, comply with the accounting requirements of the Companies Act 2006 and with the methods and principles of the Statement of Recommended Practice; Accounting and Reporting by charities (revised 2005) have not been met; or
- to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Brian Reavill  
57 Hillcrest Road  
Orpington  
Kent  
BR6 9AQ



**ST JOHN'S WOOD ADVENTURE PLAYGROUND  
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**STATEMENT OF FINANCIAL ACTIVITIES  
(INCORPORATING THE INCOME AND EXPENDITURE ACCOUNT)  
FOR THE YEAR ENDED 31 MARCH 2016**

	Notes	Unrestricted Funds £	Restricted Funds £	Total Funds £	Prior Year Total Funds £
<b><u>Incoming resources</u></b>					
Incoming resources from generated funds					
Voluntary Income	2	51,343		51,343	42,609
Activities for generating funds		33,769		33,769	36,122
Investment Income		4		4	38
Incoming resources from charitable activities		35,160		35,160	29,633
<b>Total incoming resources</b>		<b>120,276</b>	<b>-</b>	<b>120,276</b>	<b>108,402</b>
<b><u>Resources expended</u></b>					
	3				
Cost of generating funds		13,300		13,300	13,300
Charitable activities		132,711		132,711	120,591
Governance costs		937		937	1,494
<b>Total resources expended</b>		<b>146,948</b>	<b>-</b>	<b>146,948</b>	<b>135,385</b>
<b>Net incoming / outgoing resources before transfers</b>		<b>(26,672)</b>	<b>-</b>	<b>(26,672)</b>	<b>(26,983)</b>
<b>Total funds brought forward from 1 April 2015</b>		<b>145,352</b>		<b>145,352</b>	<b>172,335</b>
<b>Total funds carried forward at 31 March 2016</b>		<b>118,680</b>	<b>-</b>	<b>118,680</b>	<b>145,352</b>

The notes on pages 10 – 12 form part of these financial statements.

**ST JOHN'S WOOD ADVENTURE PLAYGROUND  
COMPANY LIMITED BY GUARANTEE**

**BALANCE SHEET  
AS AT 31 MARCH 2016**

	Notes	31st March 2016		31st March 2015	
		£	£	£	£
<b>FIXED ASSETS</b>					
Tangible assets	5		111,679		116,127
			-		-
<b>CURRENT ASSETS</b>					
Debtors	6	2,331			
Cash at bank		5,470		47,504	
		7,801		47,504	
<b>CURRENT LIABILITIES</b>					
Creditors: amounts falling due within one year	7	(800)		(18,279)	
<b>NET CURRENT ASSETS</b>			7,001		29,225
<b>NET ASSETS</b>			£118,680		£145,352
<b>FUNDS AND RESERVES</b>					
<b>Unrestricted funds:</b>					
Capital Fund			111,679		116,127
Revenue Fund			7,001		22,534
<b>Restricted funds</b>					
			-		-
			£118,680		£145,352

The charitable company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 31 March 2016

The members have not required the charitable company to obtain an audit of its financial statements for the year ended 31 March 2016 in accordance with the Section 476 of the Companies Act 2006.

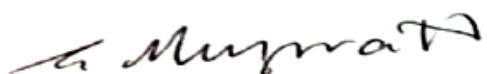
The trustees acknowledge their responsibilities for:

- ensuring that the charitable company keeps accounting records that comply with Sections 386 and 387 of the Companies Act 2006 and
- preparing financial statements which give a true and fair view of the state of affairs of the charitable company as at the end of each financial year and of its surplus or deficit for each financial year in accordance with the requirements of Sections 394 and 395 and which otherwise comply with the requirements of the Companies Act 2006 relating to financial statements, so far as applicable to the charitable company.

These financial statements have been prepared in accordance with the special provision of Part 15 of the Companies Act 2006 relating to small charitable companies and with the Financial Reporting Standard for Smaller Entities (effective April 2008).

The notes on pages 10, 11 & 12 form part of these financial statements

Approved by the Trustees and authorised for issue on Tuesday 31<sup>st</sup> May 2016 and signed on their behalf by:



Elizabeth Muspratt – Chair of the Board of Trustees

**ST JOHN'S WOOD ADVENTURE PLAYGROUND  
COMPANY LIMITED BY GUARANTEE**

**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 MARCH 2016**

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**1. ACCOUNTING POLICIES**

**Basis of accounting**

The financial statements have been prepared under the historical cost convention, and in accordance with the Financial Report Standard for Smaller Entities (effective April 2008), requirements of the Statement of Recommended Practice "Accounting and Reporting by Charities" issued in March 2005 (SORP 2005) and the Companies Act 2006.

**Incoming resources**

Incoming resources are recognised when the charity is legally entitled to the income and the amount can be quantified with reasonable accuracy.

Tax reclaims are recognised when the corresponding donations are received except where the sums involved are not considered significant.

Investment income is included in the accounts when receivable.

Voluntary help is invaluable to the charity but is not included in the financial statements, since the monetary value is impossible to quantify. The value of assets and facilities donated, where impossible to quantify, is not included in the financial statements.

**Resources expended**

Liabilities are recognised as resources expended as soon as there is a legal or constructive obligation committing the charity to the expenditure. All expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all costs related to the category.

**Fixed assets**

Fixed assets are recorded at cost, with the exception of freehold land and buildings which is recorded at historical written down value at the date of transfer from St John's Wood Terrace Adventure Playground Association.

The cost of minor additions or those costing below £200 are not capitalised.

Depreciation is calculated at rates calculated to write off the cost, less estimated residual value of each asset over its expected useful life as follows:

Freehold buildings	-	9% straight line
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**Taxation**

The charity is exempt from corporation tax on its charitable activities.

**Funds structure**

Restricted funds are funds which are to be used in accordance with specific restrictions imposed by the donor.

Unrestricted funds comprise those funds which the trustees are free to use for any purpose in furtherance of the charitable objects. Unrestricted funds include designated funds where the trustees, at their discretion, have created a fund for a specific purpose.

**ST JOHN'S WOOD ADVENTURE PLAYGROUND  
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**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 MARCH 2016**

	2015/16	2014/15
	£	£
<b>2 ANALYSIS OF INCOMING RESOURCES</b>		
Voluntary Income		
Westminster City Council	5,000	-
Donations and appeals	46,343	42,609
	<u>51,343</u>	<u>42,609</u>
 <b>3 ANALYSIS OF RESOURCES EXPENDED</b>	 £	 £
Cost of generating voluntary income		
Staff costs	9,000	9,000
Administrative Expenses	500	500
Premises	3,800	3,800
	<u>13,300</u>	<u>13,300</u>
 Charitable activities		
Staff costs	75,851	89,100
Holiday projects and travel	6,294	3,108
Equipment and materials	19,439	6,035
Cleaning and maintenance	14,601	6,315
Administrative expenses	1,684	2,312
Premises	9,954	8,797
Legal and Professional costs	440	476
Depreciation	4,448	4,448
	<u>132,711</u>	<u>120,591</u>
 Governance costs		
Current year	455	726
Adventure playground	209	333
Accountancy	273	435
	<u>937</u>	<u>1,494</u>
 <b>4 STAFF COSTS</b>	 £	 £
Wages and salaries	79,467	93,766
Social Security costs	2,202	2,903
Redundancy pay	-	-
	<u>81,669</u>	<u>96,669</u>

The average number of employees during the period was six and no employee received remuneration of more than £60,000 during the period.

**ST JOHN'S WOOD ADVENTURE PLAYGROUND  
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**NOTES TO THE FINANCIAL STATEMENTS (continued)  
FOR THE YEAR ENDED 31 MARCH 2016**

**5 TANGIBLE FIXED ASSETS**

**Freehold  
Land & Building**

£

**Cost**

At 1 April 2015	133,919
At 31 March 2016	133,919

**Depreciation**

At 1 April 2015	17,792
Charge for the year	4,448
At 31 March 2016	22,240

**Net Book value**

At 31 March 2016	111,679
At 31 March 2015	116,127

The trustees believe that the cost of obtaining an open market value of the freehold land and buildings would be disproportionate to any benefit gained.

**6 DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR**

	<b>2015/16</b>	<b>2014/15</b>
	£	£
Prepayments and accrued income	2,331	-
	<u>2,331</u>	<u>-</u>

**7 CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR**

	<b>2015/16</b>	<b>2014/15</b>
	£	£
Accruals and deferred income	800	18,279
	<u>800</u>	<u>18,279</u>

**8 RELATED PARTY TRANSACTIONS**

Remuneration for the year totalling £12,150 was made to Mr Louis Muspratt-Tucker who is a person connected to Betty Muspratt, trustee. The remuneration was made for professional support & services. This related party remuneration has been discussed with the Charity Commission.

**9 COMPANY LIMITED BY GUARANTEE**

Every member of the company has undertaken to pay such amount as may be required, not exceeding £10, towards the charitable company's assets on a winding up.