

**SUNBEAMS PLAY**  
**(Charity Number 1152188)**

**INCOME & EXPENDITURE ACCOUNT**

**AND**

**BALANCE SHEET**

**FOR THE YEAR ENDED 31 MAY 2016**

**SUNBEAMS PLAY**  
(Charity Number 1152188)

**INCOME & EXPENDITURE ACCOUNT**  
**FOR THE YEAR ENDED 31 MAY 2016**

	2016 £	2015 £
<b>Income from restricted funds</b>		
Three Guineas	77,000.00	80,000.00
Children in Need Grant Year 2	46,031.10	-
Norfolk Provincial Charities Committee	250.00	-
Barford Heating	500.00	-
Saint Christopher Coach Fund Appeal	1,000.00	-
Sponsored Children (Gem Foundation)	2,906.00	-
Childrens Family Centre GY	196.00	-
Luke Day Foundation	360.00	-
Norfolk Community Foundation	889.00	-
Harley Davidson Club	-	300.00
Diane Holland	-	800.00
Dock Tavern	-	2,552.03
Labour	-	1,000.00
Pertwee & Back	-	612.50
Gt Yarmouth Rotary Club	-	600.00
Winterton Quilters	-	500.00
Masons, Gt Yarmouth	-	200.00
Shell Platform	-	1,250.00
Hemsby Parochial Church Council	-	130.06
Sponsored Children	-	740.00
<b>Total restricted funds</b>	<b>129,132.10</b>	<b>88,684.59</b>
<b>Income from unrestricted funds</b>		
Fees	16,721.00	1,268.00
Other income	3,865.32	-
Hamper at open evening	112.00	-
Christmas card sales	59.50	-
Marks & Spencers	1,849.73	-
DL Spooner Fundraising	1,820.00	-
Donations	-	226.00
<b>Total unrestricted funds</b>	<b>24,427.55</b>	<b>1,494.00</b>
<b>Total income</b>	<b>153,559.65</b>	<b>90,178.59</b>
<b>Expenditure</b>		
Rent	16,781.74	14,500.00
Staff training	834.84	2,170.58
Gas and electricity	5,240.20	3,106.53
Water	315.08	263.21
Fees and salaries	83,720.56	42,150.16
Stationery	559.82	645.16
Insurance	1,358.30	1,765.38
Repairs and renewals	2,076.60	3,922.54
Accountancy services	650.00	728.00
Telephone	1,306.05	1,262.30
Petty cash	2,825.48	-
Miscellaneous (Note 3)	6,893.68	7,106.05
<b>Total expenditure</b>	<b>122,562.35</b>	<b>77,619.91</b>
<b>Surplus income</b>	<b>30,997.30</b>	<b>12,558.68</b>

**SUNBEAMS PLAY**  
(Charity Number 1152188)

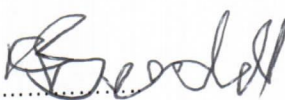
**BALANCE SHEET**  
**FOR THE YEAR ENDED 31 MAY 2016**

	£	2016	£	£	2015	£
<b>Funds</b>						
<b>Restricted funds (Note 1)</b>						
Restricted funds 31 May 2015	54,837.75			42,279.07		
Surplus income for the period	<u>30,997.30</u>			<u>12,558.68</u>		
Restricted funds 31 May 2016		85,835.05			54,837.75	
			-			-
<b>Unrestricted funds (Note 1)</b>						
		<u>85,835.05</u>			<u>54,837.75</u>	
<b>Total funds</b>						
		650.00			350.00	
Creditors (Note 2)						
		<u>86,485.05</u>			<u>55,187.75</u>	
<b>Total</b>						
<b>Represented by</b>						
			51,874.45		38,596.87	
Fixed assets (Note 4)						
Current assets						
Barclays Bank Current Account	25,295.41			13,213.68		
Building Reinstatement Fund	2,500.00			2,500.00		
HSBC Current Account	<u>5,937.99</u>			-		
		33,733.40			15,713.68	
		877.20			877.20	
Prepayments (Note 2)						
		<u>86,485.05</u>			<u>55,187.75</u>	
<b>Total assets</b>						

The trustees have adopted the provisions of Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing the accounts.

We approve the accounts on pages 1 and 4 and confirm that the records produced together with information and explanations supplied to Sexty & Co constitute a true and correct record of all the transactions of Sunbeams Play.

This report and the financial statements were approved by the Trustees on 15 March 2017 and were signed on their behalf by

  
Mr K Bendell  
Trustee

**SUNBEAMS PLAY**  
(Charity Number 1152188)

**NOTES TO THE ACCOUNTS**  
**FOR THE YEAR ENDED 31 MAY 2016**

Note 1	£	£
<b>Restricted Fund</b>		
Three Guineas Trust	54,837.75	
Opening balance	77,000.00	
Received during the period	<u>131,837.75</u>	
	45,702.70	
Less expenditure		86,135.05
Balance of fund remaining		
<b>Other restricted funds</b>		
Children in Need Grant Year 2	46,031.10	
Norfolk Provincial Charities Committee	250.00	
Barford Heating	500.00	
Saint Christopher Coach Fund Appeal	1,000.00	
Sponsored Children (Gem Foundation)	2,906.00	
Childrens Family Centre GY	196.00	
Luke Day Foundation	360.00	
Norfolk Community Foundation	889.00	
	<u>52,132.10</u>	
Less expenditure	52,132.10	-
Balance of funds remaining		
<b>Total unrestricted funds remaining</b>		86,135.05
<b>Unrestricted funds</b>		
Fees	16,721.00	
Other income	3,865.32	
Hamper at open evening	112.00	
Christmas card sales	59.50	
Marks & Spencers	1,849.73	
DL Spooner Fundraising	1,820.00	
	<u>24,427.55</u>	
Less expenditure	24,427.55	-
<b>Total unrestricted funds remaining</b>		
<b>Total funds at 31 May 2016</b>		<u>86,135.05</u>
<b>Note 2</b>		
<b>Creditors</b>		
Accountancy services	<u>650.00</u>	650.00
<b>Prepayments</b>		
Insurance prepayment	<u>877.20</u>	877.20



**SUNBEAMS PLAY**  
(Charity Number 1152188)

**NOTES TO THE ACCOUNTS**  
**FOR THE YEAR ENDED 31 MAY 2016**

<b>Note 3</b>	<b>£</b>	<b>£</b>
<b>Miscellaneous expenses</b>		
Toys and equipment	817.27	
Waste disposal	256.92	
Staff adverts	371.00	
Party expenses	340.63	
Bid writers	4,000.00	
Miscellaneous expenses	<u>1,107.86</u>	
		6,893.68

**Note 4**

**Capital expenditure**

Principle refurbishment works	29,384.00	
Carpets	1,954.00	
Landscaping	1,050.00	
Infant tables	307.20	
Fire alarm system	1,680.00	
Fixtures and fittings from lessor	750.00	
Security system	1,230.71	
Office equipment	1,900.96	
Gates	340.00	
Computer equipment	7,373.12	
ASL	2,688.05	
Banners	204.00	
Bubble tube	255.94	
Double glazing	2,000.00	
Outside gate	402.48	
Bench and patio planter	<u>353.99</u>	
		51,874.45

**SUNBEAMS PLAY**  
**(Charity Number 1152188)**

**INDEPENDENT EXAMINER'S REPORT**

**FOR THE YEAR ENDED 31 MAY 2016**

**Independent Examiner's Report to Sunbeams Play**

I report on the accounts of the charity for the year ended 31 May 2016 which are set out on pages 1 to 4.

**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 Commission 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.

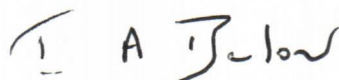
**Independent examiner's statement**

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 130 of the 2011 Act; and
  - to prepare accounts which accord with the accounting records and comply with the accounting requirements of the 2011 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.



.....  
I A Barlow FCCA  
Sexty & Co  
124 Thorpe Road  
Norwich  
NR1 1RS

15 March 2017



# Trustees' Annual Report for the period

**From** Period start date  
 Day 01 Month June Year 2015  
**To** Period end date  
 Day 31 Month May Year 2016

## Section A

## Reference and administration details

Charity name Sunbeams Play

Other names charity is known by

Registered charity number (if any) 1152188

Charity's principal address 7 Enterprise Court  
Gapton Hall Road

Great Yarmouth

Norfolk

Postcode NR31 0ND

### Names of the charity trustees who manage the charity

	Trustee name	Office (if any)	Dates acted if not for whole year	Name of person (or body) entitled to appoint trustee (if any)
1	Elizabeth Prentice	Chair		
2	Keith Bendell	Treasurer		
3	David Stannard	Secretary	Resigned 15 Oct 2015	
4	Lara Norris		Resigned 4 <sup>th</sup> Jun 2015	
5	Michael Ward		Appointed 11 Nov 2015	
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### Names of the trustees for the charity, if any, (for example, any custodian trustees)

Name	Dates acted if not for whole year

**Names and addresses of advisers (Optional information)**

Type of adviser	Name	Address

**Name of chief executive or names of senior staff members (Optional information)**

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## Section B Structure, governance and management

**Description of the charity's trusts**

Type of governing document  
(eg. trust deed, constitution)

Constitution

How the charity is constituted  
(eg. trust, association, company)

CIO Foundation

Trustee selection methods  
(eg. appointed by, elected by)

Appointed by other Trustees to fill identified skills gaps

**Additional governance issues (Optional information)**

You **may choose** to include additional information, where relevant, about:

- policies and procedures adopted for the induction and training of trustees;
- the charity's organisational structure and any wider network with which the charity works;
- relationship with any related parties;
- trustees' consideration of major risks and the system and procedures to manage them.

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## Section C Objectives and activities

**Summary of the objects of the charity set out in its governing document**

The Charities objects as in the constitution are:

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



(b) To advance the education of the general public in all areas relating to autistic spectrum disorders, asperger syndrome and attention related disorders

Our activities are for the benefit of children (3 years and upwards), young people and their families who live with autistic spectrum disorders, asperger syndrome and attention related disorders.

When planning activities for the year the Trustees of Sunbeams Play always keep in mind the Charity Commissions guidance on public benefit

The main activities undertaken during the reporting period are that Sunbeams has:

- Finally obtained Ofsted registration.
- Continued to deliver sessions to our core group of children.
- Started a Sibling group.
- Started a Lego Club for Male carers and their children.
- Started a Parents and children activity group
- Established and filled the Family Support Co-ordinator post.

#### Quality measuring and data Capture

- First evaluation by users and parents completed, analysed and responded to.

#### Social media

- Facebook page is active including a page on Poppy (the kitten) that adopted Sunbeams and which is a great success with the children and young people.
- Website started
- Sept 15th Chat page online support started up.

#### Board and Staff

Have had Sessions on:

- Strategic planning, data capture from existing records, achieving regular information on quality and devising standards for measuring improvements

**Summary of the main activities undertaken for the public benefit in relation to these objects (include within this section the statutory declaration that trustees have had regard to the guidance issued by the Charity Commission on public benefit)**

**Additional details of objectives and activities (Optional information)**

Sunbeams does not make grants or have any investments

We have a volunteer fundraiser who has been an enormous help organising events and has made a valuable contribution to our funds.

You **may choose** to include further statements, where relevant, about:

- policy on grantmaking;
- policy programme related investment;
- contribution made by volunteers.



**Summary of the main achievements of the charity during the year**

This year has been a busy one for all at Sunbeams. With the Ofsted registration complete we are now fully up and running and have expanded our support services to include siblings and parents. We are fortunate to have been awarded a three year grant from Children in Need and are continuing to be supported by the Three Guineas Trust.

Following a review of the fees policy the Trustees decided that we would lower the rate charged for a place at Sunbeams so that cost is not a factor for parents who wish to send their child to us.

The main achievements during the reporting period are that Sunbeams has:

Finally obtained Ofsted registration. This has enabled us to increase our opening times to 3 hours and also to expand the number of children we can accept. Occupancy has increased from 6 to 26 regular users with autism, in addition 10 siblings attending make a total 36 children and young people currently using Sunbeams

We have also started with a number of new groups. A Sibling group has started. This group caters for the brothers and sisters of children that attend Sunbeams and give them the opportunity to enjoy the facilities as much as their siblings.

Lego Club for Male carers and their children started 24th Feb 2016. This has proved to be a great success and provide the opportunity for fathers of children with autism to engage with their children.

Stay and Play started 1st March 2016. The stay and play is a weekly term time group for pre-school children and their parent or carer. It enables children to have fun and play games, Parents to make friends with others in similar situations to them selves

Sept 15th Chat page online support started up.

The Family Support Co-ordinator post has been established and filled and this has enabled us to start a support group for our parents. This group provides parents with support from a knowledgeable and skilled Co-ordinator who is able to offer assist them a range of support including guidance on how to negotiate the system to obtain diagnosis for their children.



## Section E

## Financial review

### Brief statement of the charity's policy on reserves

We started building a reserve, the intention is that it will cover 3 months running costs.

### Details of any funds materially in deficit

### Further financial review details (Optional information)

You **may choose** to include additional information, where relevant about:

- the charity's principal sources of funds (including any fundraising);
- how expenditure has supported the key objectives of the charity;
- investment policy and objectives including any ethical investment policy adopted.

Sunbeams has two main sources of income namely:

- Three Guineas Trust
- Children in Need

Other sources of income are from:

- Fees
- Grants from various organisations to cover places for children and a bursary scheme
- Our Volunteer fundraiser and events organiser is now active and has made some useful contributions

#### Finance

- Budget set
- Accurate cash flow spreadsheets
- Finance reports to board in accessible form
- Volunteer fundraiser and events organiser now active

## Section F

## Other optional information

**Section G****Declaration**

The trustees declare that they have approved the trustees' report above.

Signed on behalf of the charity's trustees

Signature(s)

*KBendell*

Full name(s)

Keith Bendell

Position (eg Secretary, Chair,  
etc)

Treasurer

Date

24 / 3 / 17