

Trustees' Annual Report and Financial
Statements for the Year Ended March
31st 2017

Reference and Administration Information

Charity Name: Bristol Children's Playhouse

Charity registration number: 277462

Charity's principal address: Berkeley Green Road, Eastville, Bristol, BS5 6LU

Trustees serving during the year:

Amanda Horlock, Cathy Spence, Matt Wild, Beth Hughes, Emma Rahman

Patron: Baroness Jean Corston

Independent-Examiner: Dick Maule, 3 Penlee View Terrace, Penzance TR18 4HZ

Bankers: National Westminster Bank, Fishponds Bristol (A) Branch, 778 Fishponds Road, Fishponds, Bristol, BS16 3TX. .

CAF Bank, 25 Kings Hill Avenue, Kings Hill, West Malling, Kent, ME19 4JQ.

Structure Governance and Management

The charity is unincorporated and was registered as a charity on 26 th April 1979 and is governed under a constitution which was last updated on 19 th July 2001.

Bristol Children's Playhouse has a local provider agreement for the provision of free early education entitlement to 2, 3 and 4-year-olds.

Recruitment and Appointment of Management Committee

A management committee consisting of not more than 12 members is elected annually at the Annual General Meeting. The committee elects the honorary officers at the first meeting immediately after the AGM. The executive committee can co-op not more than 4 additional people who are not necessarily members of the charity.

Objectives and Activities

Our aim is to safeguard and promote the welfare of children within the family and provide quality preschool education allowing children to gain positive experiences which will improve their confidence and self-esteem and aid their transition to the primary school setting. We work

It was also agreed, during this reporting period, to move the 2s provision to term-time only (TTO). This was due to many factors. The 3s room had always been TTO so this would bring both rooms inline with each other. Families did not use the nursery 2s room much during the school holidays with attendance being very low. This was despite there being a noted increase during the summer holidays due to staff running specialised fun-

day sessions and monitoring the use. And there no longer being an immediate need for the space to be free on Fridays for a proposed drop-in project. In May 2016 the plans were discontinued by the trustees because of difficulties in maintaining good safeguarding practice in the setting and the project being too big of a task for the existing trustee group to make a success of whilst also making a success of the newly restructured nursery and pre-school. This decision was not taken lightly and it was agreed that money owing to the National Lottery fund will be paid back.

Throughout this reporting period there have been regular volunteers working alongside staff in both rooms. These have come via staff personal recommendations or college referrals or independent enquiries. All have undertaken relevant DBS checks as required when working with children. A volunteer administrator, Namiko, was also appointed in February to assist the office manager following an advert on Voscur a volunteer website.

Marketing

With a strong focus on marketing Emma Bown has co-ordinated the production of leaflets, a free leaflet print-run and drop to local houses, and banners and posters at local parks and noticeboards in our surrounding area. This included translations in Arabic and Somali on the leaflets. With support from the other managers she has driven the Playhouse's social media presence with Facebook promotions and a website upgrade.

Social media now plays a very strong role in driving enquiries for places.

A special Autumn Open Day in the woods was held for the children and wider community to celebrate this new addition of space to the Playhouse. This was attended by the Bristol Post as well as the Head of May Park School, donator of the woodland area.

Staff and trustees held stalls at two school Christmas fairs (May Park and Whitehall primaries), ran sessions at local playgroups (the New Place and Old Library), and a local event (Gadshill Scout hut) to promote the Playhouse's work.

Buildings and Outside Environment

Bristol City Council as well as our own private workmen have undertaken essential repair works on the roof and outer wall to the 2s building. Meetings have taken place with a representative from Bristol City Council to discuss signing a buildings lease once ongoing repair works are completed.

May Park Primary very kindly donated a fenced off space of woodland which is accessed via a door through the fence at the end of the cul-de-sac road the Playhouse is situated on. This space remains the property of Bristol City Council and May Park Primary and is therefore maintained by their grounds staff but is for the dedicated use by our setting. The volunteer running group Good Gym spent a task session on site and a parent group also planted fruit • Quarterly reports to Bristol City Council as part of the remit for the Local Provider Agreement funding to be released.

- Staff work with the Local Education Authority using the Quality Improvement Framework to review planning and improve standards of education for children.
- Monitoring from BAND (Bristol and Neighbourhood Daycare)
- Regular supervisions of all staff, including volunteers, and peer-to-peer reviews.

Next steps

The trustee board wishes to increase its membership so that it can successfully fulfil its duties and give more support to staff and families at the Playhouse. Continued marketing with new banners, a planned open afternoon to local families to visit Santa in the woods with storytime and songs and further open day sessions in the Spring. We aim to really promote the work that is going on here and the service provided to families in the community.

The working structure of the Playhouse as a charity is currently in the process of change in order to be set up as a charitable company. This will not have any major ramifications on the running of the setting but will give the trustees no financial liabilities. We are liaising with Ofsted throughout this changeover process to ensure transparency.

We are looking forward to a successful year ahead building on a strong reputation to deliver a great service to many more families to come.

Reserves Policy

It is the aim of the charity to have general reserves equivalent to the total of 3 months running cost, total staff redundancy and sick pay entitlement for the highest paid employee. There is a need to hold reserves at this level to meet fluctuations in funding and enable the service provision to be managed efficiently.

Financial Review

At the start of this financial year, we introduced some new budgeting procedures. Due to the changes in structure and staffing through the previous financial years, it was initially difficult to identify the appropriate figures to base expected income and expenditure on. The budgeting process is still a work in progress and we have built and improved upon the work that we put in place early in this financial year.

As is often the case, circumstances change throughout the year and we faced several decisions that significantly affected our finances beyond what we had foreseen in our budget.

In May 2016 we decided to employ an extra member of staff in the Magpies room, in order to offer a better child to staff ratio and support individual children as needed. This helps us provide the kind of environment we want for our children and gives us some leeway to cover for unplanned absences etc. We introduced this as a temporary role and then upon review, made this position permanent.

In September 2016 we conducted a pay review, resulting in a decision to offer a 5.1% pay rise to our staff. This was taken with the understanding that it would put a squeeze on our budget but we felt it was important to try to keep pace with rises in recommended UK living wage, although the realities of the early years sector make it difficult to match this precisely. We also wanted to ensure that our staff feel valued and to reflect the confidence we have in their excellence.

In February 2017 we reached an agreement with the Big Lottery regarding the financial wind up of the drop-in project that had ceased sooner than planned, during a previous year.

We negotiated a final settlement and returned a total of £15,740 to the Big Lottery. It was good to complete this process as it had taken quite some time to work through all the details of the closed project and finally conclude the issue.

Overall, we struggled with lower numbers of children attending our nursery than we had seen in the previous year and had thus budgeted for. This resulted in lower income than we had anticipated. This, combined with the other occurrences outlined above, has resulted in Bristol Children's Playhouse making a degree of loss over this financial year. Accounting for the year has been complicated due to a large (£40,183.92) deferred FEEE grant payment covering the Summer term for Magpies. This was received at the very end of the previous financial year and was deferred for this financial year. In addition, there was a sizable overpayment made to us, resulting in a refund to the council.

We are currently in the process of finalising our end of year accounts ready for submission and will need to go over the figures in detail with the committee once this process is complete.

Trustees' responsibilities

The trustees are responsible for preparing the Trustees' Annual Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Charity law requires the trustees to prepare financial statements for each financial year, which give a true and fair view of the state of affairs of the charity and of the income and expenditure of the charity for that period. In preparing these financial statements, the trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP 2015 (FRS 102);
- 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;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in operation.

The trustees are responsible for keeping adequate accounting records that disclose with reasonable accuracy at any time the financial position of the charity and enable them to ensure that the financial statements comply with the Charities Act 2011. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

In so far as the trustees are aware:

- there is no relevant information of which the charity's independent examiner is unaware; and
- the trustees have taken all steps that they ought to have taken to make themselves aware of any relevant information and to establish that the independent examiner is aware of that information.

Independent Examiner's Report to the Trustees of Bristol Childrens Playhouse

I report on the accounts of the company for the year ended 31st March 2017 which are set out on pages 7 to 13.

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 Acthave 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.

Name : Dick Maule F.C.A.

Address : 3 Penlee View Terrace, Penzance TR18 4HZ

Date:

Bristol Childrens Playhouse

Statement of Financial Activities for the year ended 31st. March 2017

	Notes	Unrestricted 2017 £	Restricted 2017 £	Total 2017 £	2016 £
Income					
Donations and fundraising		90	-	90	1,143
Activities to generate funds:					
Membership		-	-	-	-
Fees		7,122	-	7,122	3,912
Sundry income		195	-	195	170
Interest received		6	-	6	8
Incomes from charitable activities					
Grants and contracts		<u>155,667</u>	<u>-</u>	<u>155,667</u>	<u>131,020</u>
Total Income		<u>163,080</u>	<u>-</u>	<u>163,080</u>	<u>136,253</u>
Expenditure					
(5) Charitable activities		<u>186,863</u>	<u>-</u>	<u>186,863</u>	<u>148,090</u>
Total expenditure		<u>186,863</u>	<u>-</u>	<u>186,863</u>	<u>148,090</u>
Net income/ [expenditure]		<u>(23,783)</u>	<u>-</u>	<u>(23,783)</u>	<u>(11,837)</u>
Reconciliation of funds					
Total funds brought forward		172,315	-	172,315	184,152
Transfers between funds		<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total funds carried forward		<u><u>148,532</u></u>	<u><u>-</u></u>	<u><u>148,532</u></u>	<u><u>172,315</u></u>

Bristol Childrens Playhouse

Balance Sheet as at 31st. March 2017

		2017	2016
	Notes	£	£
Tangible assets		40,387	<u>47,550</u>
Current assets			
Debtors and prepayments	(3)	-	1,544
Cash at bank and in hand		<u>109,508</u>	<u>167,147</u>
		109,508	168,691
Current liabilities			
Creditors: amounts falling due within 12 months	(4)	<u>(1,363)</u>	<u>(43,926)</u>
Net Current assets		<u>108,145</u>	<u>124,765</u>
Total assets		<u><u>148,532</u></u>	<u><u>172,315</u></u>
Restricted Funds	(2)	-	-
Unrestricted Funds			
Designated Funds		40,388	47,550
General Funds		<u>108,144</u>	<u>124,765</u>
Total Funds		<u><u>148,532</u></u>	<u><u>172,315</u></u>

These financial statements were approved by the Trustees on.....

On behalf of the Trustees

.....

dated:-

Notes to the accounts for the year ended 31st. March 2017

(1) Principal Accounting Policies

The principal accounting policies adopted in the preparation of the financial statements are set out below and have remained unchanged from the previous years.

(a) Basis of preparation

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 (FRS 102)

issued on 16 July 2014, as updated by Update Bulletin 1 issued on 2 February 2016,

the Financial Reporting Standard applicable in the United Kingdom and

Republic of Ireland (FRS 102) and the Charities Act 2011.

The financial statements have been prepared under the historical cost convention.

(b) Fund accounting

[i] Unrestricted funds are available for use at the discretion of the trustees in furtherance of the general objectives of the charity.

[ii] Designated funds are unrestricted funds earmarked by the Management Committee for particular purposes.

[iii] Restricted funds are subjected to restrictions on their expenditure imposed by the donor or through the terms of an appeal.

(c) Income

Income is included in the statement of financial activities when the charity

is entitled to the income and the amount can be quantified with reasonable accuracy. The

following specific policies are applied to particular categories of income.

[i] Income received by way of grants, donations and gifts and is included in full in the Statement of Financial Activities when receivable. Grants, where entitlement is not conditional on the delivery of a specific performance by the charity, are recognised when the charity becomes unconditionally entitled to the grant.

[ii] Donated services and facilities are included at the value to the charity where this can be quantified.

[iii] The value of services provided by volunteers has not been included in these accounts.

[iv] Investment income is included when receivable.

[v] Income from charitable trading activity are accounted for when earned.

[vi] Income from grants, where related to performance and specific deliverables, are accounted for as the charity earns the right to consideration by its performance.

(d) Expenditure

Expenditure is recognised on an accrual basis as a liability is incurred. Expenditure includes any VAT which cannot be fully recovered

[i] Costs of generating funds comprise the costs associated with attracting voluntary income and the costs of trading for fundraising purposes.

[ii] Charitable expenditure comprises those costs incurred by the charity in the delivery of its activities and services for its beneficiaries. It includes both costs that can be allocated directly to such activities and those costs of an indirect nature necessary to support them

[iii] All costs are allocated between the expenditure categories of the SoFA on a basis designed to reflect the use of the resource. Costs relating to a particular activity are allocated directly, others are apportioned on an appropriate basis.

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Notes to the accounts for the year ended 31st. March 2017

(1) Principal Accounting Policies

(e) Fixed assets

Play equipment has been written off in the year of acquisition.

Other fixed assets are written off over the expected useful life of the asset, using the reducing balance method at 15% .

(2) Movements in funds

	Balance 1st. April	2016 Income	Expenditure	Transfers Between Funds	Balance 31st. March 2017
	£	£	£	£	£
Unrestricted funds					
Designated Fund					
Fixed assets reserve	47,550	-	-	(7,163)	40,387
General Fund	124,766	163,080	(186,863)	7,163	108,144

The fixed asset replacement reserve has been set up to reflect the fact that the fixed asset element of reserves is needed for the continued operation of Bristol Childrens Playhouse. An amount equal to depreciation will be debited to it annually.

(3) Debtors

	2017	2016
	£	£
Sundry debtors	-	1,544

(4) Creditors: amounts falling due within 12 months

Deferred Grants	-	26,184
Grant received in error	-	14,000
Sundry creditors	1,363	3,742
	<u>1,363</u>	<u>43,926</u>

Bristol Childrens Playhouse

Notes to the accounts for the year ended 31st. March 2017

(5) Expenditure

	Charitable activities	Total
	2017	2016
	£	£
Wages	130,485	102,618
Gas and electric	4,122	5,773
Repairs and renewals	5,099	2,296
Telephone	2,272	1,916
Cleaning	8,125	5,035
Travel and transport	51	4
Training	1,436	1,459
Catering	-	144
Reporting accountant's fees	650	650
Professional fees	3,199	1,316
Print, post, photocopy and stationery	2,227	2,767
Play materials and equipment	6,258	3,697
Sundry expenses	10,921	58
Groceries	1,637	713
Subscriptions and affiliations	466	438
Security	811	630
Bank charges	-	50
Advertising and recruitment	431	330
Childrens outings	59	636
Depreciation	7,163	8,391
Non capitalised equipment	60	4,445
Insurance	-	636
I.T.	1,354	4,087
Repayment of grant	-	-
Volunteer expenses	36	-
	186,863	148,089

(6) Employee information

	2017	2016
Number of employees	9.0	7.5

The average weekly number of employees during the year were calculated on the basis of average monthly head count.

No employee received emoluments of more than £50,000.

	£	£
Salaries and wages	126,543	99,333
Social security costs	<u>3,942</u>	<u>3,285</u>
	<u>130,485</u>	<u>102,618</u>

Bristol Childrens Playhouse

Notes to the accounts for the year ended 31st. March 2017

(7) Trustees information

	£	£
Trustees remuneration and expenses	<u>-</u>	<u>-</u>

(8) Analysis of net assets between funds

	Unrestricted General £	Funds Designated £	Restricted Funds £	Total £
Tangible fixed assets	-	40,387	-	40,387
Current assets	109,508	-	-	109,508
Current liabilities	<u>(1,363)</u>	<u>-</u>	<u>-</u>	<u>(1,363)</u>
Net assets at 31st March 2017	<u>108,145</u>	<u>40,387</u>	<u>-</u>	<u>148,532</u>

(9) Fixed Assets

	Fittings & equipment £
Cost : balance brought forward	111,549
additions in the year	<u>-</u>
	<u>111,549</u>
Depreciation	
balance brought forward	63,999
charge for the year	<u>7,163</u>
	<u>71,162</u>
Net book value 31st. March 2017	<u>40,387</u>
Net book value 31st. March 2016	<u>47,550</u>

Bristol Childrens Playhouse

Notes to the accounts for the year ended 31st. March 2017

(10) Analysis of prior year funds to comply with FRS102.

Statement of Financial Activities for the year ended 31st. March 2016

	Unrestricted 2016 £	Restricted 2016 £	Total 2016 £	2015 £
Income				
Donations and fundraising	1,143	-	1,143	5,998
Activities to generate funds:				
Membership	-	-	-	691
Fees	3,912	-	3,912	7,445
Sundry income	170	-	170	-
Interest received	8	-	8	9
Income from charitable activities				
Grants and contracts	<u>131,020</u>	<u>-</u>	<u>131,020</u>	<u>137,285</u>
Total Income	<u>136,253</u>	<u>-</u>	<u>136,253</u>	<u>151,428</u>
Expenditure				
Charitable activities	<u>132,441</u>	<u>15,649</u>	<u>148,090</u>	<u>152,290</u>
Total expenditure	<u>132,441</u>	<u>15,649</u>	<u>148,090</u>	<u>152,290</u>
Net income/ [expenditure]	3,812	(15,649)	(11,837)	(862)
Reconciliation of funds				
Total funds brought forward	168,503	15,649	184,152	185,014
Transfers between funds	-	-	-	-
Total funds carried forward	<u><u>172,315</u></u>	<u><u>-</u></u>	<u><u>172,315</u></u>	<u><u>184,152</u></u>

Prior Year Movements in funds

	Balance 1st. April 2015 £	Income £	Expenditure £	Transfers Between Funds £	Balance 31st. March 2016 £
Unrestricted funds					
Designated Fund					
Fixed assets reserve	<u>55,941</u>	<u>-</u>	<u>-</u>	<u>(8,391)</u>	<u>47,550</u>
General Fund	<u>112,562</u>	<u>160,394</u>	<u>(202,576)</u>	<u>8,391</u>	<u>78,771</u>
Restricted funds					
Big Lottery	<u>15,649</u>	<u>-</u>	<u>(15,649)</u>	<u>-</u>	<u>-</u>