

Charity Registration No. 1163792

**HACKNEY PLAYBUS**  
**(A CHARITABLE INCORPORATED ORGANISATION)**  
**TRUSTEES' REPORT AND ACCOUNTS**  
**FOR THE YEAR ENDED 31 MARCH 2018**

**GOLDWINS**  
Chartered Accountants & Registered Auditors  
75 Maygrove Road  
West Hampstead  
London NW6 2EG

# HACKNEY PLAYBUS CIO

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## **HACKNEY PLAYBUS CIO**

### **TRUSTEES' REPORT FOR THE YEAR ENDED 31 MARCH 2018**

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<b>Trustees</b>	A Bramble Cllr A Wikman A Burns J Randall J Stillaway (resigned 5 <sup>th</sup> February 2018) S Harvey - Cook G Irvine Robertson E Bridge (appointed 5 <sup>th</sup> February 2018) S Hunt (appointed 5 <sup>th</sup> February 2018)
<b>Charity registration number</b>	1163792
<b>Principal address</b>	Kingsmead Kabin 8-9 Kingsmead Way London E9 5QG
<b>Registered address</b>	Kingsmead Kabin 8-9 Kingsmead Way London E9 5QG
<b>Independent Examiners</b>	Goldwins Limited 75 Maygrove Road London NW6 2EG
<b>Bankers</b>	HSBC 283 Mare Street London E8 1PJ

# **HACKNEY PLAYBUS CIO**

## **TRUSTEES' REPORT FOR THE YEAR ENDED 31 MARCH 2018**

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The trustees present their report and accounts for the year ended 31 March 2018.

### **Structure, Governance and Management**

#### **Type of Governing Document**

The Charity is a charitable incorporated organisation formed and governed by a constitution adopted on the 9<sup>th</sup> December 2016 and registered as a charity on 12<sup>th</sup> August 2015.

#### **Trustee Selection Methods**

Trustees are elected from service users, service commissioners, partners, other stakeholders and individuals with relevant skills and/or experience. They undertake to donate their skills and time on a voluntary basis to assist in achieving the charities objectives. Elections will take place at the annual general meetings (AGM). In addition to this Trustees can be co-opted in between AGMs to fill casual vacancies.

#### **Objectives and Activities**

The Charity's Objects are:

1. To advance the education of children below compulsory school age by providing or assisting in the provision of facilities for group play in which the children's parents/carers can participate where appropriate.
2. In the interests of social welfare to provide recreational facilities for the inhabitants of the London Borough of Hackney or surrounding boroughs, so that their conditions of life may be improved.

#### **Summary of the Main Activities undertaken for the Public Benefit in relation to these Objects**

- We welcomed all children in our area of operation regardless of their background, faith, gender or personal circumstances. In partnership with funders and commissioners we supplied a mobile play and outreach service for under fives within the Borough of Hackney and surrounding boroughs. In addition we delivered a playbus service to community events, early years facilitated 'drop in' groups and occasional holiday play provision.
- We adhered to our core values of being a friendly and welcoming service, accessible to all children and their carers, targeting our work on areas of deprivation where children may be growing up isolated and parents/carers may not be accessing early years support services on behalf of their children.

#### **Recruitment and Appointment of new Trustees**

- Our Trustees are volunteers from various backgrounds (users, partners, funders) who have elected to give their valued contribution towards the governance of the Charity.

#### **Trustee Induction and Training**

- Induction of new Trustees will be undertaken by senior staff members and in line with an agreed induction process.

## **HACKNEY PLAYBUS CIO**

### **TRUSTEES' REPORT FOR THE YEAR ENDED 31 MARCH 2018**

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#### **Risk Management**

- The Trustees have drawn up a risk register which provides an action programme to reduce risks faced by the charity which is reviewed annually. The charity also purchases relevant insurances.

#### **Financial Review**

- The Assets and liabilities of the Hackney Playbus CIO derive from a transfer from the former unincorporated charity set up in 1972, also called Hackney Playbus, which has now been dissolved. These accounts reflect the period from 1<sup>st</sup> April 2017 to 31<sup>st</sup> March 2018. Trustees report income of £108,084 for the year under review, and expenditure for the same period of £119,239. We are carrying forward to 2018-2019 total funds of £52,530 of which £20,000 is the depreciated value of our main asset being the Playbus vehicle itself, £7,059 is restricted funds and £25,471 are freely available reserves.
- The funding environment for charities continues to be extremely challenging. The Trustees are working hard to bring in additional funding from business sources while continuing to allocate resources towards attracting multi year grants in order to increase stability of provision and retain our high quality staff team. Access to grant funding is becoming increasingly competitive. Expenditure is carefully controlled to ensure that it remains closely aligned to income. In the coming years we plan to work more closely with other local charities in order to create economies of scale and improve longer term viability and sustainability.

#### **Reserves Policy**

- The Trustees have set as a target for free reserves a sum of £30,000 ie approximately three months expenditure at current levels. This year free reserves stand at £25,471. We continue to work towards this target.
- The Trustees believe that this should be sufficient to meet unforeseen expenditure such as that which might arise in connection with employment legislation, while also providing short-term protection against a significant drop in funding.
- The Trustees continue to review progress quarterly to ensure that this target is met.

#### **Balance Sheet**

- Details of the major items on the balance sheet can be found in the notes to the accounts. The fluctuations in debtors and creditors year on year are purely the result of the timing of receipts and payments around the year end.

#### **Principal Funding Sources**

- The charity's principal sources of funds are spread between a number of different funders.

**L.B. Hackney  
City and Hackney Clinical Commissioning Group  
BBC Children in Need  
Sunbabies Nursery Trust  
Health Lottery  
Local Sustainability Fund (Big Lottery)  
Youth Music  
South Hackney Parochial Charities**

## HACKNEY PLAYBUS CIO

### TRUSTEES' REPORT FOR THE YEAR ENDED 31 MARCH 2018

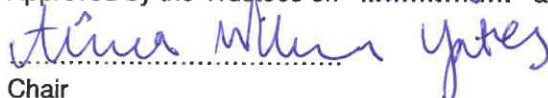
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#### Special Acknowledgement

- The Trustees are grateful for all the support the organisation gets from the funders, individuals and other agencies and community organisations. Their extended support makes it possible for us to improve our service delivery and reach more families with our services. In particular we are grateful to our main funders. The Trustees acknowledge the contribution of the Director, the staff team, our volunteers through their work, devotion and loyalty.

#### Statement of Trustees' Responsibilities

- The Trustees are required to prepare a statement of accounts for each financial year which gives a true and fair view of the state of affairs of the charity at the end of that year and of the incoming resources and the application of resources in the year.
- The Trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the charity at that time and to enable them to ensure that the financial statements comply with the Charities Acts. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for prevention and detection of fraud and other irregularities.
- Approved by the Trustees on 25/1/18 and signed on their behalf by

  
Chair

# HACKNEY PLAYBUS CIO

## INDEPENDENT EXAMINER'S REPORT FOR THE YEAR ENDED 31 MARCH 2018

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### Independent examiner's report to the trustees of Hackney Playbus CIO

I report to the trustees on my examination of the accounts of Hackney Playbus CIO (the CIO) for the year ended 31 March 2018.

### Responsibilities and basis of report

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


I report in respect of my examination of the CIO's accounts carried out under section 145 of the 2011 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 material 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 Trust as required by section 130 of the Act; or
2. the accounts do not accord with those records; or
3. the accounts 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.

  
**Anthony Epton BA FCA CTA FCIE**  
Goldwins  
Chartered accountants  
75 Maygrove Road  
West Hampstead  
London NW6 2EG

Date: 26 July 2018

**Hackney Playbus CIO****Statement of financial activities**

(incorporating an income and expenditure account)

**For the year ended 31 March 2018**

			2018	2017
	Note	Unrestricted £	Restricted £	Total £
<b>Income from:</b>				
Donations and legacies		4,862	2,690	7,552
Charitable activities:				32,855
Playbus Events & Sessions		20,148	50,196	70,344
Early years services		6,200	18,115	24,315
Capacity building		-	5,861	5,861
Other income		12	-	12
<b>Total income</b>		<b>31,222</b>	<b>76,862</b>	<b>108,084</b>
<b>Expenditure on:</b>				
Charitable activities:	3			
Playbus Events & Sessions		28,288	48,970	77,258
Early years services		10,026	25,766	35,792
Capacity building		328	5,861	6,189
<b>Total expenditure</b>		<b>38,642</b>	<b>80,597</b>	<b>119,239</b>
<b>Net income / (expenditure) for the year</b>	4	<b>(7,420)</b>	<b>(3,735)</b>	<b>(11,155)</b>
Transfers between funds		-	-	-
<b>Net movement in funds</b>		<b>(7,420)</b>	<b>(3,735)</b>	<b>(11,155)</b>
<b>Reconciliation of funds:</b>				
Total funds brought forward		52,891	10,794	63,685
<b>Total funds carried forward</b>		<b>45,471</b>	<b>7,059</b>	<b>52,530</b>

All of the above results are derived from continuing activities.

There were no other recognised gains or losses other than those stated above.

The attached notes form part of these financial statements.



# Hackney Playbus CIO

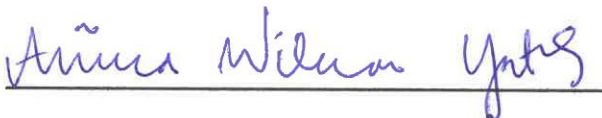
## Balance sheet

As at 31 March 2018

	Note	2018 £	2018 £	2017 £	2017 £
<b>Fixed assets:</b>					
Tangible assets	7		20,000		25,000
<b>Current assets:</b>					
Debtors	8	3,985		15,478	
Cash at bank and in hand		<u>30,191</u>		<u>24,717</u>	
		34,176		40,195	
<b>Liabilities:</b>					
Creditors: amounts falling due within one year	9	<u>1,646</u>		<u>1,510</u>	
<b>Net current assets</b>			32,530		38,685
<b>Total net assets</b>			<u>52,530</u>		<u>63,685</u>
<b>Funds</b>	12				
Restricted funds			7,059		10,794
Unrestricted funds:			<u>45,471</u>		<u>52,891</u>
<b>Total funds</b>			<u>52,530</u>		<u>63,685</u>

The financial statements have been prepared in accordance with the Charities SORP (FRS 102).

Approved by the trustees on ..... 29/1/18 .....  
and signed on their behalf by:

  
Amina Wilson

Trustee

  
Trustee

Trustee

Trustee

Charitable Incorporated Organisation: 1163792

The attached notes form part of the financial statements.

**Hackney Playbus CIO**  
**Notes to the financial statements**  
**For the year ended 31 March 2018**

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**1 Accounting policies**

**a) Basis of preparation**

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 - effective 1 January 2015) - (Charities SORP FRS 102).

The charitable incorporated organisation meets the definition of a public benefit entity under FRS 102. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy or note.

**b) Reconciliation with previously Generally Accepted Accounting Practice (GAAP)**

In preparing the accounts, the trustees have considered whether in applying the accounting policies required by FRS 102 and the Charities SORP FRS 102 a restatement of comparative items was required. There were no restatements required.

**c) Going concern**

The trustees consider that there are no material uncertainties about the charitable incorporated organisations's ability to continue as a going concern. The trustees do not consider that there are any sources of estimation uncertainty at the reporting date that have a significant risk of causing a material adjustment to the carrying amounts of assets and liabilities within the next reporting period.

**d) Income**

Income is recognised when the charity has entitlement to the funds, any performance conditions attached to the income have been met, it is probable that the income will be received and that the amount can be measured reliably.

Income from government and other grants, whether 'capital' grants or 'revenue' grants, is recognised when the charity has entitlement to the funds, any performance conditions attached to the grants have been met, it is probable that the income will be received and the amount can be measured reliably and is not deferred. Income received in advance for the provision of specified service is deferred until the criteria for income recognition are met.

**e) Donations of gifts, services and facilities**

Donated professional services and donated facilities are recognised as income when the charity has control over the item or received the service, any conditions associated with the donation have been met, the receipt of economic benefit from the use by the charity of the item is probable and that economic benefit can be measured reliably. In accordance with the Charities SORP (FRS 102), volunteer time is not recognised so refer to the trustees' annual report for more information about their contribution.

On receipt, donated gifts, professional services and donated facilities are recognised on the basis of the value of the gift to the charity which is the amount the charity would have been willing to pay to obtain services or facilities of equivalent economic benefit on the open market; a corresponding amount is then recognised in expenditure in the period of receipt.

**f) Interest receivable**

Interest on funds held on deposit is included when receivable and the amount can be measured reliably by the charity; this is normally upon notification of the interest paid or payable by the bank.

**g) Fund accounting**

Unrestricted funds are available to spend on activities that further any of the purposes of charity. Designated funds are unrestricted funds of the charity which the trustees have decided at their discretion to set aside to use for a specific purpose. Restricted funds are donations which the donor has specified are to be solely used for particular areas of the charity's work or for specific projects being undertaken by the charity.

**Hackney Playbus CIO**  
**Notes to the financial statements**  
**For the year ended 31 March 2018**

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**1 Accounting policies (continued)**

**h) Expenditure and irrecoverable VAT**

Expenditure is recognised once there is a legal or constructive obligation to make a payment to a third party, it is probable that settlement will be required and the amount of the obligation can be measured reliably. Expenditure is classified under the following activity headings:

- Costs of raising funds comprise of trading costs and the costs incurred by the charitable incorporated organisation in inducing third parties to make voluntary contributions to it, as well as the cost of any activities with a fundraising purpose.
- Expenditure on charitable activities includes the costs undertaken to further the purposes of the charity.
- Other expenditure represents those items not falling into any other heading.

Irrecoverable VAT is charged as a cost against the activity for which the expenditure was incurred.

**i) Allocation of support costs**

Support costs are those functions that assist the work of the charity but do not directly undertake charitable activities. Support costs include back office costs, finance, personnel, payroll and governance costs which support the charity and its activities. These costs have been allocated between expenditure on charitable activities. The bases on which support costs have been allocated are set out in note 3.

**j) Operating leases**

Rental charges are charged on a straight line basis over the term of the lease.

**k) Tangible fixed assets**

Items of equipment are capitalised where the purchase price exceeds £1,000. Depreciation is provided at rates calculated to write down the cost of each asset to its estimated residual value over its expected useful life. The depreciation rates in use are as follows:

Fixtures and fittings	25%
Computer equipment	33%
Motor vehicles	20%

**l) Debtors**

Trade and other debtors are recognised at the settlement amount due after any trade discount offered. Prepayments are valued at the amount prepaid net of any trade discounts due.

**m) Cash at bank and in hand**

Cash at bank and cash in hand includes cash and short term highly liquid investments with a short maturity of three months or less from the date of acquisition or opening of the deposit or similar account.

**n) Creditors and provisions**

Creditors and provisions are recognised where the charity has a present obligation resulting from a past event that will probably result in the transfer of funds to a third party and the amount due to settle the obligation can be measured or estimated reliably. Creditors and provisions are normally recognised at their settlement amount after allowing for any trade discounts due.

**o) Financial instruments**

The charity only has financial assets and financial liabilities of a kind that qualify as basic financial instruments. Basic financial instruments are initially recognised at transaction value and subsequently measured at their settlement value with the exception of bank loans which are subsequently measured at amortised cost using the effective interest method.

**Hackney Playbus CIO**  
**Notes to the financial statements**  
**For the year ended 31 March 2018**

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**2 Detailed comparatives for the statement of financial activities**

	2017	2017	2017
	Unrestricted £	Restricted £	Total £
<b>Income from:</b>			
Donations and legacies	32,855	-	<b>32,855</b>
Charitable activities:			
Playbus Events & Sessions	18,928	30,122	<b>49,050</b>
Early year services	13,760	57,541	<b>71,301</b>
Capacity Building	-	50,356	<b>50,356</b>
Other income	14	-	<b>14</b>
<b>Total income</b>	<u>65,557</u>	<u>138,019</u>	<u><b>203,576</b></u>
<b>Expenditure on:</b>			
Charitable activities:			
Playbus Events & Sessions	16,836	30,122	<b>46,958</b>
Early year services	4,966	57,935	<b>62,901</b>
Capacity Building	-	50,356	<b>50,356</b>
<b>Total expenditure</b>	<u>21,802</u>	<u>138,413</u>	<u><b>160,215</b></u>
<b>Net income / (expenditure)</b>	43,755	(394)	<b>43,361</b>
Total funds brought forward	<u>9,136</u>	<u>11,188</u>	<u><b>20,324</b></u>
<b>Total funds carried forward</b>	<u><u>52,891</u></u>	<u><u>10,794</u></u>	<u><u><b>63,685</b></u></u>

**Hackney Playbus CIO**  
**Notes to the financial statements**  
**For the year ended 31 March 2018**

**3 Analysis of expenditure**

	Basis of allocation	Charitable activities					2018 Total £	2017 Total £
		Capacity Building £	Playbus events & sessions £	Early years services £	Support costs £	Governance costs £		
Staff costs	Time	5,361	42,826	24,175	15,169	-	87,531	92,235
Premises costs	Direct	-	-	-	6,580	-	6,580	4,020
Office costs	Direct	-	-	-	1,781	-	1,781	7,904
IT costs	Direct	-	-	-	307	-	307	3,731
Vehicle costs	Direct	-	7,447	-	-	-	7,447	11,639
Depreciation	Direct	-	5,000	-	-	-	5,000	-
Professional costs	Direct	828	-	-	-	1,610	2,438	23,392
Play Resources & Hire	Direct	-	4,595	3,560	-	-	8,155	17,294
Support costs		6,189	59,868	27,735	23,837	1,610	119,239	160,215
Governance costs		-	16,290	7,547	(23,837)	-	0	-
		-	1,100	510	-	(1,610)	-	-
<b>Total expenditure 2018</b>		<b>£ 6,189</b>	<b>£ 77,258</b>	<b>£ 35,792</b>	<b>£ -</b>	<b>£ -</b>	<b>£ 119,239</b>	
Total expenditure 2017		£ 50,356	£ 46,958	£ 62,901	£ -	£ -	£ -	£ 160,215

Of the total expenditure, £38,642 was unrestricted (2017: £21,802) and £80,597 was restricted (2017: £138,413).

**Hackney Playbus CIO**  
**Notes to the financial statements**  
**For the year ended 31 March 2018**

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**4 Net income / (expenditure) for the year**

This is stated after charging:

	2018	2017
	£	£
Depreciation	5,000	-
Independent examiner's fee	880	850
	<u>5,880</u>	<u>850</u>

**5 Analysis of staff costs, trustee remuneration and expenses, and the cost of key management personnel**

Staff costs were as follows:

	2018	2017
	£	£
Salaries and wages	83,656	91,338
Social security costs	634	756
Employer's contribution to defined contribution pension schemes	572	141
	<u>84,862</u>	<u>92,235</u>

No employees received remuneration in excess of £60,000 in the year (2017: £nil).

The total employee benefits including pension contributions of the key management personnel were £34,540 (2017: £33,490).

The charity trustees were not paid or received any other benefits from employment with the charity in the year (2017: £nil) neither were they reimbursed expenses during the year (2017: £nil). No charity trustee received payment for professional or other services supplied to the charity (2017: £nil).

**Staff numbers**

The average number of employees (head count based on number of staff employed) during the year was 10 (2017: 18).

**6 Taxation**

The charitable incorporated organisation is a registered charity and is exempt under Part 11 of the Corporation Tax Act 2010 on its income and S256 Taxation of Chargeable Gains Act 1992 on its capital gains.

The charitable incorporated organisation is not registered for VAT and the expenditure includes VAT where applicable.

**Hackney Playbus CIO**  
**Notes to the financial statements**  
**For the year ended 31 March 2018**

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<b>7 Tangible fixed assets</b>	<b>Motor vehicles</b>
	<b>£</b>
<b>Cost</b>	
At the start of the year	25,000
Additions in year	-
Disposals in year	-
At the end of the year	<u>25,000</u>
<b>Depreciation</b>	
At the start of the year	-
Charge for the year	5,000
Eliminated on disposal	-
At the end of the year	<u>5,000</u>
<b>Net book value</b>	
At the end of the year	<u>20,000</u>
At the start of the year	<u>25,000</u>

All of the above assets are used for charitable purposes.

Motor Vehicles represent 'The Hackney Playbus'. The charity has adopted a policy of carrying the asset at depreciated cost with depreciation being charged over 5 years on a straight line basis.

**Hackney Playbus CIO**  
**Notes to the financial statements**  
**For the year ended 31 March 2018**

**8 Debtors**

	2018	2017
	£	£
Trade debtors	3,435	13,250
Prepayments	550	2,228
	<u>3,985</u>	<u>15,478</u>

**9 Creditors: amounts falling due within one year**

	2018	2017
	£	£
Taxation and social security	766	660
Accruals	880	850
	<u>1,646</u>	<u>1,510</u>

**Deferred income**

	2018	2017
	£	£
Balance at the beginning of the year	-	11,116
Amount released to income in the year	-	(11,116)
Amount deferred in the year	-	-
Balance at the end of the year	<u>-</u>	<u>-</u>

Deferred income comprises unvested grants received.

**10 Pension scheme**

The charity has no pension scheme other than the statutory pension.

**11 Analysis of net assets between funds**

	General unrestricted £	Restricted £	Total funds £
Tangible fixed assets	20,000	-	20,000
Net current assets	25,471	7,059	32,530
<b>Net assets at the end of the year</b>	<u>45,471</u>	<u>7,059</u>	<u>52,530</u>



**Hackney Playbus CIO**  
**Notes to the financial statements**  
**For the year ended 31 March 2018**

**12 Movements in funds**

	At the start of the year £	Incoming resources & gains £	Outgoing resources & losses £	At the end of the year £
<b>Restricted funds:</b>				
Bonding with Baby (City & Hackney CCG)	11,750	11,250	23,000	-
Genesis Community Foundation	(4,637)	4,637	-	-
London Borough of Hackney	-	22,780	22,780	-
Local Sustainability Fund	-	5,861	5,861	-
Peoples Health Trust	3,681	12,967	18,500	(1,852)
Sunbabies Nursery Trust	-	5,000	5,000	-
BBC Children in Need	-	8,911	-	8,911
Youth Music	-	2,766	2,766	-
South Hackney Parochial Charity	-	2,690	2,690	-
<b>Total restricted funds</b>	<b>10,794</b>	<b>76,862</b>	<b>80,597</b>	<b>7,059</b>
<b>Unrestricted funds:</b>				
General funds	52,891	31,222	38,642	45,471
<b>Total funds</b>	<b>63,685</b>	<b>108,084</b>	<b>119,239</b>	<b>52,530</b>

**Purposes of restricted funds**

All restricted funds are in respect of grants received by individual organisations for delivery of specific projects.

**13 Legal status of the charity**

The charity is a charitable incorporated organisation.

**14 Related party transactions**

There are no related party transactions to disclose (2017: none).

There are no donations from related parties which are outside the normal course of business and no restricted donations from related parties.