

**ADVENTURE PLAY HUB LIMITED**

Company Limited by Guarantee

**REPORT OF THE TRUSTEES AND FINANCIAL STATEMENTS**

**FOR THE YEAR ENDED 31 MARCH 2019**

Charity Registration Number: 1141000

Company Number: 07325481 (England and Wales)

# **ADVENTURE PLAY HUB LIMITED**

Company Limited by Guarantee

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**FOR THE YEAR ENDED 31 MARCH 2019**

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# ADVENTURE PLAY HUB LIMITED

Company Limited by Guarantee

## REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 MARCH 2019

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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 2019.

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.

**Registered Company Number** 07325481

**Registered Charity Number** 1141000

### Registered Office

51-56 St John's Wood Terrace  
London NW8 6LP  
020 7586 1884

### Trustees (served during the year)

E Muspratt	Chairperson
E Maxwell	
U Howe	Resigned 1 October 2018
I MacGowan	
H Collis	Resigned 13 February 2019
J Cohen	
J Dagonet	
L Patrick	Appointed 2 October 2018
Ani Meehan	Appointed 28 January 2019

**Company Secretary and Treasurer** E Muspratt

### Bankers

National Westminster Bank PLC  
74 Kilburn High Road  
London NW6 4HS

### Independent Accountant

Brian Reavill  
57 Hillcrest Road  
Orpington  
Kent BR6 9AQ

# **ADVENTURE PLAY HUB LIMITED**

Company Limited by Guarantee

## **REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 MARCH 2019**

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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 21 August 2019.

#### **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 Play Hub, 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.

## ADVENTURE PLAY HUB LIMITED

Company Limited by Guarantee

### REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 MARCH 2019

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#### ACHIEVEMENTS AND PERFORMANCE

##### Management

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

##### Membership

Currently 330 children are registered. The fee structure has not changed for 3 years in order to remain affordable to parents and caregivers. Income from fee has provided 25 per cent of income. There has been a mean-tested structure in place that enables children to attend whose families may be unable to pay due to them experiencing financial disadvantage. Parents and caregiver are able to claim benefits relevant to childcare such as Child Tax credits, student childcare benefits and Childcare vouchers.

##### Fundraising

During the year ended March 2019 41% of income was generated through fundraising. This was through grant applications to trusts, foundations, bequests, grant-making charities and the Abbey Road WCC Councillor's ward forum. Donations were also received during the year.

With annual running costs in excess of £100,000 raising funds is the principle priority for the Trustees.

The following represents income from fundraising achieved in the year:

##### Grants, fundraising activities & donations

Heathcote Bequest Fund	£2,000
Octavia Foundation	£10,000
Westminster Amalgamated Charity	£5,000
John Lyon's Charity	£11,000
DH Thomas Foundation	£3,695
Westminster City Council Ward Forum (Abbey Road)	£12,000
The Feathers   Association	£2,000
Mr Aldwinckle	£1,000

The Adventure Playground is extremely grateful to the above funders who, with generosity, make the 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.

## **ADVENTURE PLAY HUB LIMITED**

Company Limited by Guarantee

### **REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 MARCH 2019**

#### **Publicity**

We send out a monthly newsletter to parents and caregivers, our partners and other stakeholders. The summer activities were advertised 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. The Adventure Play Hub also has a website – [www.adventureplayhub.org](http://www.adventureplayhub.org)

#### **OFSTED**

The Playground is registered with Ofsted under the Childcare register.

#### **Play programmes**

The Playground has been able to offer a year-round service to over 300 members after-school during term-time and all day during the school holidays. Activities, projects and services:-

Adventure Play  
Walking Bus school pick-up service  
Inclusive Play  
Paddington Farm residential  
Subsidised places

#### **Partnerships and related organisations**

The Walking Bus - the walking bus was operating during year but since July 2019 the pick up was stopped from George Elliot and St. Pauls because of lack of take up. The remaining services continue to be well supported.

Salisbury World - Approximately 80 children attend the playground on school holiday programmes, in groups of 12 – 14 children accompanied by 4 workers. This partnership benefits both APH children as well as the children from Salisbury World. APH children experience new children attending and are encouraged to play and engage with them; e.g. in team sports the children are mixed. APH children have the experience of playing with children where English is not their first language. Further, Salisbury World children have the unique opportunity of experiencing adventure/risky play, often for the first time. The 4 workers bring their own skills e.g. face painting, art/crafts which generally enhance the programme on offer.

The American School in London - We are delighted to report that voluntary support has been ongoing from students from the American School. The young volunteers are matched to the needs of the children attending the playground, with some organising sports activities whilst others support our SEN children in terms of assisting in developing their skills e.g. playing ball games.

## **ADVENTURE PLAY HUB LIMITED**

Company Limited by Guarantee

### **REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 MARCH 2019**

#### **Staff & Volunteers**

The 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 and the strategic development, management and fundraising was carried out by a Coordinator.

#### **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.

## **ADVENTURE PLAY HUB LIMITED**

Company Limited by Guarantee

### **REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 MARCH 2019**

#### **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).

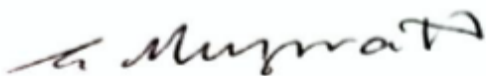
The law applicable to charitable companies in England and Wales requires the trustees of the charity to prepare financial statements each financial year which give a true and fair view of the state of affairs of the charity and of the incoming resources and application of resources, including the income 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**



Betty Muspratt, Chairperson  
13 November 2019



## **ADVENTURE PLAY HUB LIMITED**

Company Limited by Guarantee

### **INDEPENDENT ACCOUNTANT'S REPORT TO THE TRUSTEES FOR THE YEAR ENDED 31 MARCH 2019**

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I report on the accounts of the company for the year ended 31 March 2019, which are set out on pages 8–12.

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;
  - b) and 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

**ADVENTURE PLAY HUB LIMITED**

Company Limited by Guarantee

**STATEMENT OF FINANCIAL ACTIVITIES** (incorporating the Income and Expenditure Account)  
**FOR THE YEAR ENDED 31 MARCH 2019**

	Note	Unrestricted Funds £	Restricted Funds £	Total Funds £	Prior Year Total Funds £
<b>Incoming Resources</b>					
Activities for generating funds - centre hire		34,593	0	34,593	35,310
Charitable activities - subscriptions and fees		<u>31,402</u>	<u>0</u>	<u>31,402</u>	<u>30,774</u>
<b>Earned Income</b>		<b>65,995</b>	<b>0</b>	<b>65,995</b>	<b>66,084</b>
Voluntary Income - donations and grants	2	17,510	0	17,510	27,800
Project Income		28,751	0	28,751	26,000
Interest		15	0	15	5
<b>Total Incoming Resources</b>		<b><u>112,271</u></b>	<b><u>0</u></b>	<b><u>112,271</u></b>	<b><u>119,889</u></b>
<b>Resources Expended</b>					
Charitable activities	3	84,239	0	84,239	97,846
Cost of generating voluntary income		13,300	0	13,300	13,300
Governance costs		<u>971</u>	<u>0</u>	<u>971</u>	<u>1,163</u>
<b>Expenditure before Depreciation</b>		<b>98,510</b>	<b>0</b>	<b>98,510</b>	<b>112,309</b>
Depreciation		9,250	0	9,250	4,448
<b>Total Resources Expended</b>		<b><u>107,760</u></b>	<b><u>0</u></b>	<b><u>107,760</u></b>	<b><u>116,757</u></b>
<b>Net incoming / outgoing resources before transfers</b>		<b><u>4,510</u></b>	<b><u>0</u></b>	<b><u>4,510</u></b>	<b><u>3,132</u></b>
<b>Total funds brought forward from 1 April 2018</b>		131,736	0	131,736	128,604
<b>Total funds carried forward at 31 March 2019</b>		<b><u>136,246</u></b>	<b><u>0</u></b>	<b><u>136,246</u></b>	<b><u>131,736</u></b>
Note: Net incoming / outgoing resources before Depreciation		13,761	0	13,761	7,580

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

## ADVENTURE PLAY HUB LIMITED

Company Limited by Guarantee

### BALANCE SHEET AS AT 31 MARCH 2019

	Note	31 March 2019		31 March 2018	
		£	£	£	£
<b>Fixed Assets</b>					
Tangible assets	5		93,533		102,783
<b>Current Assets</b>					
Debtors	6		7,581		4,827
Cash at bank			<u>35,558</u>		<u>24,976</u>
			43,139		<u>29,803</u>
<b>Current Liabilities</b>					
Creditors:					
amounts falling due within one year	7		<u>(425)</u>		<u>(850)</u>
<b>NET CURRENT ASSETS</b>			42,714		28,953
Creditors: amounts falling due beyond one year			0		0
<b>NET ASSETS</b>			<u><u>136,246</u></u>		<u><u>131,736</u></u>
<b>FUNDS AND RESERVES</b>					
<b>Unrestricted Funds</b>					
Capital Fund			93,533		102,783
Revenue Fund			42,714		28,953
<b>Restricted Funds</b>			0		0
			<u><u>136,246</u></u>		<u><u>131,736</u></u>

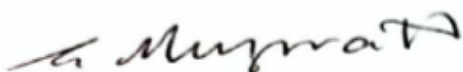
The charitable company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 31 March 2019. The members have not required the charitable company to obtain an audit of its financial statements for the year ended 31 March 2019 in accordance with the Section 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 13 November 2019 and signed on their behalf by:



.....  
13th November 2019

## ADVENTURE PLAY HUB LIMITED

Company Limited by Guarantee

### NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2019

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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 residual value of each asset over its expected useful life as follows:

Freehold buildings	9% reducing balance
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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.

## ADVENTURE PLAY HUB LIMITED

Company Limited by Guarantee

### NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2019

	2018/19	2017/18
<b>2 Analysis of Incoming Resources</b>	<b>£</b>	<b>£</b>
Voluntary and Project Income		
Donations and appeals	0	5,800
Grants	46,261	48,000
	<u>46,261</u>	<u>53,800</u>
<b>3 Analysis of Resources Expended</b>	<b>£</b>	<b>£</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	50,785	57,053
Holiday projects and travel	3,768	3,176
Equipment and materials	3,463	3,981
Cleaning	3,439	5,018
Maintenance	810	5,467
Administrative expenses	7,881	2,994
Premises	14,093	13,074
Legal and professional costs		7,083
Depreciation	9,250	4,448
	<u>93,490</u>	<u>102,294</u>
Governance costs		
Payroll services	494	663
Accountancy	75	500
Ofsted	228	0
Other	174	0
	<u>971</u>	<u>1,163</u>
<b>4 Staff Costs</b>	<b>£</b>	<b>£</b>
Wages and salaries	58,209	66,053
Social security costs	0	0
Redundancy pay	0	0
	<u>58,209</u>	<u>66,053</u>

The average number of employees during the period was 6 and no employee received remuneration of more than £60,000 during the period.

## ADVENTURE PLAY HUB LIMITED

Company Limited by Guarantee

### NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2019

#### Freehold Land and Buildings

5 Tangible Fixed Assets	£
Cost	
At 1 April 2018	133,919
<b>At 31 March 2019</b>	<b><u>133,919</u></b>
Depreciation	
At 1 April 2018	31,136
Charge for year	9,250
<b>At 31 March 2019</b>	<b><u>40,386</u></b>
Net Book Value	
At 31 March 2018	102,783
<b>At 31 March 2019</b>	<b><u>93,533</u></b>

	2018/19	2017/18
<b>6 Debtors: Amounts falling due within one year</b>	<b>£</b>	<b>£</b>
Prepayments and accrued income	7,581	4,827
	<b><u>7,581</u></b>	<b><u>4,827</u></b>
<b>7 Creditors: Amounts falling due within one year</b>	<b>£</b>	<b>£</b>
Accruals and deferred income	425	850
	<b><u>425</u></b>	<b><u>850</u></b>

#### 8 Related Party Transactions

No trustee, or any person connected to them, has received, or is due to receive, any remuneration for the year, nor obtained and financial benefit, directly or indirectly, from the charity's funds. Trustees are reimbursed costs directly in relation to their roles but there were no other trustees' expenses paid for during the year.

#### 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.