

Charity number 1104141
Company number 4649786

Kent Play Clubs
Trustees' Report and Accounts
31 January 2017

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**Kent Play Clubs
Trustees' Report and Accounts
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Kent Play Clubs

Legal and Administration Details

Charity registered number

1104141

Company number

4649786

Registered address

3 Raywood Office Complex
Leacon Lane
Charing
Ashford
Kent TN27 0ET

Trustees

P Dawson
Ms K Donati
Mrs A C Puttick
Mrs M A Steward (resigned 6 July 2016)

Senior management team

Trustees as detailed above
Ms T Roper
Ms D Kellers

Independent Examiner

Mr Daniel Valentine ACA
Bebbies
Old Printers House
Stone Street
Cranbrook
TN17 3HF

Bankers

Barclays Bank plc
9 St George's Street
Canterbury
Kent CT1 2JX

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

Nationwide Building Society
75 High Street
Ashford
Kent TN24 8SF

Kent Play Clubs

Trustees' Report for the year ended 31 January 2017

The Trustees present their report and accounts for the year ended 31 January 2017.

The Trustees confirm that the Annual Report and accounts have been prepared in accordance with the accounting policies set out in Note 1 to the accounts and comply with the charity's governing document, The Charities Act 2011 and 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) published on 16 July 2014.

Objectives and activities

The charitable company's principal activity during the year continued to be that of a non-profit making enterprise providing management of after school clubs and playgroups for children.

The objects are to:

1. To promote, maintain, improve and enhance the education and development of children and young people ages 2-14 by the development of new, and the support of existing, out of school childcare clubs and holiday schemes.
2. To advance the education and training of persons involved in the provision of such care, recreation and educational facilities.
3. The relief of poverty by provision of advice, information and support to lone parent families and families on low income in deprived and rural areas.

Public benefit statement

The trustees confirm that they have referred to the guidance on public benefit issued by the Charity Commission when reviewing the charitable company's aims and objectives and in planning future activities.

Structure, governance and management

Kent Play Clubs (KPC) was incorporated as a company limited by guarantee and not having share capital on 28 January 2003 and was registered as a charity (no. 1104141) with effect from 4 June 2004. It is established under its Memorandum and Articles of Association as amended by special resolutions dated 9 May 2004 and 28 May 2010.

The trustees are responsible for the general control and management of the administration of the charity. Trustees are appointed at the Annual General Meeting and must consist of a minimum of 3 trustees and shall not be subject to a maximum level. A trustee appointed may be appointed by ordinary resolution. Only trustees retiring by rotation can be appointed at a general meeting.

In accordance with the charitable company's articles of association, P Dawson retires by rotation and, being eligible, offers himself for re-election.

T Roper and D Kellers attend committee meetings to input but have no right to vote. However both of them make decisions on running the club on a daily basis in line with best practice and situations that arise.

Trustees

The trustees, (who are also directors for the purposes of company law), who served in the year are shown on page 1.

Kent Play Clubs

Trustees' Report for the year ended 31 January 2017

Achievements and performance

The charitable company has continued to focus on service delivery and embedding its services within local and particularly rural communities, with emphasis on supporting the sustainability of after school clubs located in hard to reach communities.

Improving quality of play opportunities available in hard to reach areas of Kent remains a priority as does staff development. During 2016-17 funded places on Diploma Levels 2 and 3 Playwork courses were successfully secured for 11 club staff. In addition 1 member of staff completed a Level 3 Management qualification.

The charitable company had a successful year service-wise. During 2016/17:

- Ongoing support was provided to the communities and staff of 10 After School Clubs, improving quality of play opportunities and providing training for staff, to enable them to complete Self Evaluation Forms, develop effective communication systems and manage behaviour more effectively at clubs.
- Support was provided to clubs with funding applications. Successes (totalling £3,788) included:

Singleton and Great Chart Parish Council for Great Chart rent of the parish hall to use as an after school club to serve the area.

The trustees/directors of Kent Play Clubs would like to take this opportunity to thank all the staff and volunteers for their contribution to the success of Kent Play Clubs and the support that they provide to ensure the sustainability of the after school clubs that it supports.

Public benefit statement

The trustees confirm that they have referred to the guidance on public benefit issued by the Charity Commission when reviewing the charitable company's aims and objectives and in planning future activities.

Financial review

Income for the year amounted to £80,180 (2016: £93,913). Expenditure was £81,073 (2016: £106,318) resulting in a deficit for the year of £893. Funds at 31 January 2017 remain healthy at £95,872 (2016: £96,765), of which none were restricted.

Risk management

The Trustees have examined the major strategic, business and operational risks which the charity faces and confirm that systems have been established to enable the charity to lessen or mitigate those risks. The main risks that effect the charity are as follows:

The biggest threat to the charitable company's sustainability is the closure of clubs and difficulty in opening new clubs with the biggest burdens to bear being:

The impact of the Living Wage on After School Clubs

We have consulted with all clubs advising them of what we think their fees should increase to in order to keep them sustainable

The reduction in government funding but at the same time increases in legislative demand to have qualified staff running after school clubs

We have tried to aid and encourage staff to apply for whatever finance (like student loans) that are available to pay for any training they need.

Kent Play Clubs

Trustees' Report for the year ended 31 January 2017

The absence of key personnel from the office at KPC

It would be hard to replace the childcare and KPC knowledge of a couple of members of staff by just employing someone new to cover the job of the manager or recruitment officer. The trustees have done their best to retain staff by a holistic approach to management, as it is not only about salaries, though these are reviewed regularly.

Reserves policy

Kent Play Clubs has approximately 60% self-sustaining income from the Primary Purpose Contributions that are received from the after school clubs that it supports. The remaining 40% of income is dependent on various sources and is unpredictable and in the current climate, funding is hard to secure. KPC has a three year commitment to newly formed clubs that it supports and a notice period of 3 months in the event of services being withdrawn (see Service Level Agreement). The intention of the KPC reserves is to fund:

- working capital
- shortfalls in income when income does not reach expected levels

Reserves shall be built up to and maintained at a level which ensures that Kent Play Clubs core activity could continue during a period of financial insecurity. Since 40% of KPC income can be unpredictable, the general reserve should represent approximately one year's worth of core activity expenditure to enable KPC to continue operating for two years during a period of financial insecurity. At current levels of activity, the reserves should be approximately £80,000. Currently the general reserve is £50,872. KPC continues to seek to increase the number of after school clubs that it supports with a view to achieving a higher level of predictable self-sustaining income. This reserves policy will be reviewed annually by the trustees.

Plans for the future

To strengthen and grow the clubs we already have.

To seek opportunities to open or take over the running of more after school clubs.

To continue to try and generate more income to cover all our costs.

Pay policy for key management personnel

The trustees consider that they comprise the key management personnel of the charity in charge of directing and controlling, running and operating the charity on a day to day basis. All trustees give their time freely and no trustee received remuneration in the year. Employee pay is reviewed on an annual basis.

Trustees' responsibilities

The Trustees are responsible for preparing the Trustees' report and accounts in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Company and charity law requires the Trustees to prepare accounts for each financial year which give a true and fair view of the state of affairs of the charity and of its income and expenditure for that period. In preparing these accounts, 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 accounting standards have been followed, subject to any material departures disclosed and explained in the accounts;

Kent Play Clubs

Trustees' Report for the year ended 31 January 2017

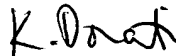
- prepare the accounts on the going concern basis unless it is inappropriate to presume that the charity will continue in business.

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 accounts comply with the Companies Act 2006 and 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.

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

By order of the Board

Ms K Donati
Trustee



22/3/2017

Kent Play Clubs**Statement of Financial Activities**

(incorporating an Income and Expenditure Account)

for the year ended 31 January 2017

	Notes	Unrestricted Funds £	Total 2017 £	Unrestricted Funds £	Restricted Funds	Total 2016 £
Income from:						
Donations						
Donations		11	11	5	-	5
Grants		-	-	500	2,199	2,699
Charitable activities						
Management and Holiday Club fees		62,693	62,693	62,221	-	62,221
Reimbursement of expenses		11,216	11,216	17,931	-	17,931
Other re-charges		2,853	2,853	4,387	-	4,387
Other income		2,793	2,793	6,173	-	6,173
Investments						
Bank interest received		614	614	497	-	497
Total income		80,180	80,180	91,714	2,199	93,913
Expenditure on:						
Charitable activities	2	81,073	81,073	100,834	5,484	106,318
Total expenditure		81,073	81,073	100,834	5,484	106,318
Net movement in funds		(893)	(893)	(9,120)	(3,285)	(12,405)
Reconciliation of Funds						
Total Funds at 1 February 2016		96,765	96,765	105,885	3,285	109,170
Total Funds at 31 January 2017		95,872	95,872	96,765	-	96,765

The Notes to the Accounts form part of the Financial Statements

Kent Play Clubs**Company no 4649786****Balance Sheet
as at 31 January 2017**

	Notes	2017		2016	
		£	£	£	£
Fixed assets					
Tangible assets	4		1,841		2,455
Current assets					
Debtors	5	5,258		7,026	
Cash at bank and in hand		<u>90,348</u>		<u>91,197</u>	
		95,606		98,223	
Creditors: amounts falling due within one year	6	(1,575)		(3,913)	
Net current assets			<u>94,031</u>		<u>94,310</u>
Net assets			<u><u>95,872</u></u>		<u><u>96,765</u></u>
Represented by:					
Unrestricted Funds					
- General fund			50,872		51,765
- Designated funds			45,000		45,000
Total Funds	8		<u><u>95,872</u></u>		<u><u>96,765</u></u>

For the financial year ended 31 January 2017 the company was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.

Trustees' responsibilities;

- the members have not required the company to obtain an audit of its accounts for the year in question in accordance with section 476;
- the trustees acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and preparation of accounts.

The accounts have been prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small companies.

The accounts were approved and authorised for issue by the Board of Trustees on 21/3/2017 and signed on its behalf by:

Ms K Donati
Trustee



The Notes to the Accounts form part of the Financial Statements

Kent Play Clubs
Notes to the Accounts
for the year ended 31 January 2017

1 Accounting policies

Basis of preparation

The accounts 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), the Charities Act 2011, the Companies Act 2006, the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS 102) and UK Generally Accepted Practice as it applies from 1 January 2015.

The accounts have been prepared on a going concern basis under the historical cost convention modified to include certain items at fair value.

The charity constitutes a public benefit entity as defined by FRS 102.

Fund accounting

The Unrestricted Fund is available for use at the discretion of the trustees in furtherance of the general objectives of the charity.

Designated funds are those that the trustees have designated for specific purposes but remain unrestricted funds.

Income recognition

All income is recognised once the charity has entitlement to the income, there is sufficient certainty of receipt and so it is probable that the income will be received, and the amount of income receivable can be measured reliably.

Grant income is received from various sources. The grant is usually awarded for a specific period. If any proportion of the grant does not relate to the accounting period in question, the amount is deferred to the period to which it relates.

Expenditure recognition

Liabilities are recognised as expenditure as soon as there is a legal or constructive obligation committing the charity to that expenditure, it is probable that settlement will be required and the amount of the obligation can be measured reliably.

All expenditure is accounted for on an accruals basis.

Expenditure on charitable activities comprises those costs incurred by the charity in delivery of its activities. It includes both costs allocated directly to such activities and those costs of an indirect nature necessary to support them.

Irrecoverable VAT is charged against the expenditure heading for which it was incurred.

Tangible fixed assets and depreciation

Tangible fixed assets are stated at cost less depreciation. Only assets costing more than £100 are capitalised.

Depreciation has been provided at the following rates in order to write off the assets over their estimated useful lives. A full year's depreciation is charged in the year of acquisition.

Fixtures & fittings	25% reducing balance
Office equipment	25% reducing balance

Debtors and creditors receivable/payable within one year

Debtors and creditors with no stated interest rate and receivable or payable within one year are recorded at transaction price. Any losses arising from impairment are recognised in expenditure.

Tax

The charity is an exempt charity within the meaning of schedule 3 of the Charities Act 2011 and is considered to pass the tests set out in Paragraph 1 Schedule 6 Finance Act 2010 and therefore it meets the definition of a charitable company for UK corporation tax purposes.

Kent Play Clubs
Notes to the Accounts
for the year ended 31 January 2017

Going concern

The financial statements have been prepared on a going concern basis as the trustees believe that no material uncertainties exist. The trustees have considered the level of funds held and the expected level of income and expenditure for 12 months from authorising these financial statements. The budgeted income and expenditure is sufficient with the level of reserves for the charity to be able to continue as a going concern.

Judgements and key sources of estimation uncertainty

Accounting estimates and judgements are continually evaluated and are based on historical experience and other factors, including expectations of future events that are believed to be reasonable under the circumstances.

The annual depreciation charge for tangible fixed assets is sensitive to changes in the estimated useful economic lives and residual values of the assets. The useful economic lives and residual values are reassessed annually. They are amended when necessary to reflect current estimates, based on technological advancement, future investments, economic utilisation and the physical condition of the assets.

2 Expenditure on charitable activities

	2017	2016
	£	£
Staff salaries	55,895	51,669
Other staff costs	881	1,580
Donations to support other clubs	-	17,018
Expenses paid on behalf of other clubs	11,216	18,224
Rent	3,000	3,000
Service charges	754	713
Light and heat	501	487
Repairs and maintenance	109	106
Printing and stationery	2,039	1,918
Postage	665	778
Telephone and fax	2,945	2,052
Computer and internet costs	860	3,127
Insurance	330	341
Project and workshop costs	-	1,649
Accountancy and independent examination	950	1,716
Other legal and professional costs	48	65
Sundry expenses	266	-
Loss on disposal of assets	-	1,047
Depreciation	614	828
	<u>81,073</u>	<u>106,318</u>

3 Staff costs

	2017	2016
	£	£
Gross salaries	55,895	51,669
	<u>55,895</u>	<u>51,669</u>

The average number of employees during the year was 5 (2016: 5).

No member of staff earned more than £60,000 during the year (2016: none)

During the year, no Trustee received any remuneration, benefits in kind or reimbursed expenses (2016: £nil).

Kent Play Clubs
Notes to the Accounts
for the year ended 31 January 2017

4 Tangible fixed assets

	Office equipment £	Fixtures & fittings £	Total £
Cost			
At 1 February 2016	5,312	855	6,167
At 31 January 2017	5,312	855	6,167
Depreciation			
At 1 February 2016	3,348	364	3,712
Charge for the year	491	123	614
At 31 January 2017	3,839	487	4,326
Net book value			
At 31 January 2017	1,473	368	1,841
At 31 January 2016	1,964	491	2,455

5 Debtors

	2017 £	2016 £
Debtors	2,494	5,086
Other debtors and prepayments	2,764	1,940
	5,258	7,026

6 Creditors: amounts falling due within one year

	2017 £	2016 £
Due to suppliers	214	1,799
PAYE & NI	411	315
Accruals	950	1,799
	1,575	3,913

7 Company limited by guarantee

The charitable company has no share capital, being a company limited by guarantee. Every member of the company undertakes to contribute in a winding up a sum not exceeding £1 whilst they are a member, or within one year after ceasing to be a member, towards debts and liabilities contracted before ceasing to be a member.

Kent Play Clubs
Notes to the Accounts
for the year ended 31 January 2017

8 Funds

	At 1 Feb 2016 £	Income £	Expenditure £	At 31 Jan 2017 £
General fund	51,765	80,180	(81,073)	50,872
Designated funds				
- New clubs	25,000	-	-	25,000
- Emergency fund	15,000	-	-	15,000
- Subsidised places	5,000	-	-	5,000
	<u>96,765</u>	<u>80,180</u>	<u>(81,073)</u>	<u>95,872</u>

New clubs

This fund has been set up to explore other opportunities to open additional after school clubs.

Emergency fund

This fund has been set up to financially support struggling after school clubs under the control and management of Kent Play Clubs.

Subsidised places

This fund has been set up to offer financial support to parents to enable struggling families to attend the after school clubs.

9 Analysis of net assets between funds

	General fund £	Designated funds £	Total £
Tangible fixed assets	1,841	-	1,841
Cash at bank	45,348	45,000	90,348
Other net current assets	3,683	-	3,683
	<u>50,872</u>	<u>45,000</u>	<u>95,872</u>

10 Related party transactions

The charitable company currently supports a network of 10 (2016: 12) after school clubs in rural and socially deprived communities surrounding Ashford, Shepway and Maidstone. During the year the company received fees for this support totalling £62,693 (2016: £62,221). Kent Play Clubs also received income totalling £11,216, in respect of reimbursement of invoices raised to individual after school clubs relating to costs paid on their behalf and £2,853 in respect of re-charges of postage, photocopies, stationery and travel costs etc. Kent Play Clubs does not make a surplus on these.

Kent Play Clubs

Independent Examiner's Report to the Trustees for the year ended 31 January 2017

I report on the financial statements of the charity for the year ended 31 January 2017 which are set out on pages 6 to 11.

Respective responsibilities of Trustees and Independent Examiner

The Trustees are responsible for the preparation of the financial statements. The 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.

Having satisfied myself that the charity is not subject to audit under company law and is eligible for independent examination, it is my responsibility to:

- examine the financial statements 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 financial statements presented with those records. It also includes consideration of any unusual items or disclosures in the financial statements 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 financial statements 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 386 of the Companies Act 2006 and
- to prepare financial statements which accord with the accounting records and comply with the accounting requirements of section 396 of the Companies Act 2006 and with the methods and principles of the Statement of Recommended Practice: Accounting and Reporting by Charities.

have not been met; or

(2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the financial statements to be reached.



Daniel Valentine ACA

Begbies
Old Printers House
Stone Street
Cranbrook
Kent
TN17 3HF

26/5/2017