

Company no. 1773155
Charity no. 288551

Bristol Playbus Project Ltd
Report and Financial Statements
31 March 2013

Bristol Playbus Project Ltd

Reference and administrative details

For the year ended 31 March 2013

Status	The organisation is a charitable company limited by guarantee, incorporated on 25 November 1983 and registered as a charity on 26 January 1984.	
Governing document	The company was established under a memorandum of association which established the objects and powers of the charitable company and is governed under its articles of association.	
Company number	1773155	
Charity number	288551	
Registered office and operational address	24 Bright Street Barton Hill Bristol BS5 9PR	
Management Committee	June Aland Robert Aland (resigned 28 November 2012) Jacqueline Collard Matthew Cain (appointed 28 November 2012) Claire Dowling Pat Foster Joy Simmonds (appointed 28 November 2012) Susan Russell (resigned 28 November 2012) Gillian Western	
Principal staff	Ruth Cornish (Project Manager)	
Bankers	Charities Aid Foundation PO Box 10000 BX1 1LT	Lloyds-TSB Bank Plc 55 Corn Street Bristol BS99 7LE
Auditors	Godfrey Wilson Limited Chartered Accountants and Statutory Auditors 5.11 Paintworks Bath Road Bristol BS4 3EH	

Bristol Playbus Project Ltd

Report of the Management Committee

For the year ended 31 March 2013

The management committee presents its report and the audited financial statements for the year ended 31 March 2013.

Reference and administrative information set out on page 1 forms part of this report. The financial statements comply with current statutory requirements, the memorandum and articles of association and the Statement of Recommended Practice - Accounting and Reporting by Charities (issued in March 2005).

Objects of the charity

The principal activity of the charitable company is the provision of play and community development in the communities of South Gloucestershire, North Somerset and Bristol.

The objects of the charity are as follows:

- To advance the education and development of children and young people through the medium of play and group activities;
- In the interests of social welfare to provide recreational facilities in particular, but not exclusively, for the inhabitants of Bristol, South Gloucestershire and North Somerset and the surrounding areas so that their conditions may be improved.

Statement of benefit to the public

Bristol Playbus Project provides services that benefit the public by raising the profile of play with children and families and promotes the importance of play and equality of access to play. The use of a play methodology helps children to learn new skills and develop their social networks. The aim of the work is to strengthen children's emotional resilience and improve the social capital of a community.

The organisation works with communities that have been identified as disadvantaged in some way either by indices of deprivation or problems with anti-social behaviour, this includes working with Travellers and Disabled children.

During the year we worked with over 3,000 children and delivered 337 sessions.

Organisational structure

The charitable company is governed by a voluntary management committee which is elected annually. Officers stand down at the end of each year but are eligible for re-election. Members who served on the management committee during the year are listed on the previous page. The management committee delegates the day-to-day management and operational activities to a team of staff, led by the Project Manager, Ruth Cornish.

Bristol Playbus Project Ltd

Report of the Management Committee

For the year ended 31 March 2013

Review of activities

Due to changes in the economic climate and the amount of funding available to support services such as ours this last financial year had a real impact on the project's income. This means the organisation is in the process of reviewing all of its structures to ensure that we can reduce the costs and still deliver a quality service to the children and families we work with. As part of the management of change process we have reduced our administrative costs by contracting out the pay roll and the financial record-keeping.

Improving and developing the quality of the service is vital to ensure that we are providing the children with a relevant service. We completed the second year of the Bristol Play Standards and we are committed to this three year journey of monitoring the organisation's performance.

The play team have continued to use the Bristol Award accreditation and have started to use the outcomes heptogram to monitor progress. The early years team have been using learning diaries to record the children's progress and comments from the parents.

This year we have started to regularly engage parents in all our sessions. The engagement of parents is crucial as research has indicated that good parent / child interaction is vital for positive outcomes for children.

This year during Traveller history month the organisation began a program of Travellers Myths and Travellers Health & Well-being projects (funded by the Emigrant Support program and the South Gloucestershire P.C.T.) working to improve the physical and emotional health and well-being of Irish Travellers. L.I.F.T. Psychology were also able to gain access to the community via this project. During the Travellers Myths project we worked with Irish travellers encouraging them to draw and make crafts to celebrate their lifestyles and culture. The project culminated in a display at the local library.

The Let's All Play Team have continued to deliver a program of inclusive play activities at the adventure playgrounds in Bristol, facilitating access for disabled children alongside the regular sessions.

The management committee would like to thank all of the staff and volunteers for their hard work which ensures Bristol Playbus is able to offer a high quality service for children and families: the members of the management committee for their expertise and vision that ensure the project has a strategic plan for the upcoming challenges. Bristol Playbus would like to thank all of its funders and stakeholders.

Reserves policy

The management committee have set a target of holding approximately three months' expenditure in reserves. This is designed to help the charity to continue to operate in the event of a drop in funding. At 31 March 2013 £51,319 was held as a designated fund (Contingency Fund) for this purpose.

The management committee has a reserve fund of £6,504 designated as a contingency fund for the vehicles.

Bristol Playbus Project Ltd

Report of the Management Committee

For the year ended 31 March 2013

For the financial year 2013/14 the management committee will use £30,000 of the funds to help with the restructuring of the project to meet the challenges caused by economic pressures and the changes in local government.

Risk statement

The management committee have considered the key risks facing the charitable company and, where possible, have taken reasonable steps to mitigate them.

Statement of responsibilities of the Management Committee

The management committee is required to prepare financial statements for each financial year, which give a true and fair view of the state of affairs of the charitable company and of its incoming resources and application of resources, including the net income or expenditure, for the period. In preparing those financial statements the management committee is required to:

- select suitable accounting policies and then apply them consistently;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable accounting standards and statements of recommended practice 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 that the charity will continue in operation.

The management committee is responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of charity and which enable them to ensure that the financial statements comply with the Companies Act 2006. The management committee is 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.

The management committee confirm that to the best of their knowledge there is no information relevant to the audit of which the auditors are unaware. The management committee also confirm that they have taken all necessary steps to ensure that they themselves are aware of all relevant audit information and that this information has been communicated to the auditors.

Members of the Management Committee

The members of the management committee, who are also trustees under charity law, who served during the year and up to the date of this report are listed on page 1.

Members of the charity guarantee to contribute an amount not exceeding £10 to the assets of the charity in the event of winding up. The total number of such guarantees at 31 March 2013 was 8. Members of the management committee are members of the charity but this entitles them only to voting rights.

Bristol Playbus Project Ltd

Report of the Management Committee

For the year ended 31 March 2013

Auditors

Godfrey Wilson Limited were re-appointed as the charitable company's auditors during the year and have expressed their willingness to continue in that capacity.

Approved by the management committee on 3 December 2013 and signed on its behalf by

Susan Russell - Treasurer

Independent auditors' report

To the members of

Bristol Playbus Project Ltd

We have audited the financial statements of Bristol Playbus Project Ltd for the year ended 31 March 2013 which comprise the statement of financial activities, balance sheet and the related notes. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

This report is made solely to the charity's members, as a body, in accordance with Chapter 3 of Part 16 of the Companies Act 2006. Our audit work has been undertaken so that we might state to the charity's members those matters we are required to state to them in an auditor's report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the charity and the charity's members as a body, for our audit work, for this report, or for the opinions we have formed.

Respective responsibilities of the management committee and auditors

As explained more fully in the Trustees' Responsibilities Statement, the trustees (who are also the directors of the charitable company for the purposes of company law) are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view.

Our responsibility is to audit and express an opinion on the financial statements in accordance with applicable law and International Standards on Auditing (UK and Ireland). Those standards require us to comply with the Auditing Practices Board's Ethical Standards for Auditors.

Scope of the audit of the financial statements

An audit involves obtaining evidence about the amounts and disclosures in the financial statements sufficient to give reasonable assurance that the financial statements are free from material misstatement, whether caused by fraud or error. This includes an assessment of whether the accounting policies are appropriate to the charitable company's circumstances, and have been consistently applied and adequately disclosed, the reasonableness of significant accounting estimates made by the trustees, and the overall presentation of the financial statements. In addition, we read all the financial and non-financial information in the Annual Report to identify material inconsistencies with the audited financial statements. If we become aware of any apparent material misstatements or inconsistencies, we consider the implications for our report.

Emphasis of Matter

Without qualifying our opinion, we draw attention to the Statement of Financial Activities in the financial statements which indicates that the charitable company incurred net outgoing resources of £13,081 during the year and, as at 31 March 2013, the charitable company's general unrestricted funds totalled £47,711. After the year end, the charity lost a major source of unrestricted funding which typically contributed £30,000 to core costs. These conditions indicate the existence of a material uncertainty that may cast significant doubt about the charitable company's ability to continue as a going concern.

Opinion on financial statements

In our opinion the financial statements:

- give a true and fair view of the state of the charitable company's affairs as at 31 March 2013 and of its incoming resources and application of resources, including its income and expenditure, for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice; and

Independent auditors' report

To the members of

Bristol Playbus Project Ltd

- have been prepared in accordance with the requirements of the Companies Act 2006.

Opinion on other matters prescribed by the Companies Act 2006

In our opinion the information given in the Trustees' Annual Report for the financial year for which the financial statements are prepared is consistent with the financial statements.

Matters on which we are required to report by exception

We have nothing to report in respect of the following matters where the Companies Act 2006 requires us to report to you if, in our opinion:

- adequate accounting records have not been kept or returns adequate for our audit have not been received from branches not visited by us;
- the financial statements are not in agreement with the accounting records and returns;
- certain disclosures of trustees' remuneration specified by law are not made; or
- we have not received all the information and explanations we require for our audit.

Date: 3 December 2013

Rob Wilson FCA
(Senior Statutory Auditor)

For and on behalf of:

GODFREY WILSON LIMITED

Chartered Accountants &
Statutory Auditors
Unit 5.11 Paintworks
Bath Road
Bristol
BS4 3EH

Bristol Playbus Project Ltd

Statement of financial activities (incorporating an income and expenditure account)

For the year ended 31 March 2013

	Note	Restricted £	Unrestricted £	2013 Total £	2012 Total £
Incoming resources					
Grants & service level agreements	2	137,614	4,667	142,281	174,210
Donations & fundraising		5,019	1,606	6,625	417
Bus bookings		-	15,523	15,523	13,944
Bank interest		-	160	160	178
Other income		-	208	208	1,220
Total incoming resources		142,633	22,164	164,797	189,969
Resources expended					
Salaries & wages	4	105,770	5,443	111,213	139,660
Recruitment & training		407	-	407	3,560
Travel & subsistence		-	737	737	769
Session mileage		368	240	608	10
Vehicle running costs		29,643	3,142	32,785	22,767
Materials & equipment		1,319	285	1,604	6,618
Rent, rates & telephone		828	8,463	9,291	9,506
Office costs		43	4,084	4,127	14,374
Subscriptions & publications		-	714	714	212
Promotion		192	667	859	165
Bank interest & charges		-	33	33	75
Audit & accountancy		-	9,013	9,013	6,111
Management costs		-	191	191	130
Depreciation		5,153	137	5,290	48,832
Bad debts		-	962	962	-
Session sundries		44	-	44	387
Total resources expended	3	143,767	34,111	177,878	253,176
Net incoming / (outgoing) resources for the year before gains & transfers		(1,134)	(11,947)	(13,081)	(63,207)
Transfers between funds		2,100	(2,100)	-	-
Net movement in funds		966	(14,047)	(13,081)	(63,207)
Funds at 1 April 2012		27,518	149,641	177,159	240,366
Funds at 31 March 2013		28,484	135,594	164,078	177,159

All of the above results are derived from continuing activities. There were no other recognised gains or losses other than those stated above. Movements in funds are disclosed in Note 10 to the financial statements.

Bristol Playbus Project Ltd

Balance sheet

As at 31 March 2013

	Note	£	2013 £	2012 £
Tangible fixed assets	6		408	5,153
Current assets				
Debtors	7	9,191		28,740
Cash at bank and in hand		164,607		152,251
		173,798		180,991
Creditors: amounts due within 1 year	8	10,128		8,985
Net current assets			163,670	172,006
Net assets			164,078	177,159
Funds	10			
Restricted funds			28,484	27,518
Unrestricted funds:				
Designated funds			87,823	95,455
General funds			47,771	54,186
Total funds			164,078	177,159

Approved by the management committee on 3 December 2013 and signed on its behalf by

Susan Russell - Treasurer

Bristol Playbus Project Ltd

Notes to the financial statements

For the year ended 31 March 2013

1. Accounting policies

- a) The financial statements have been prepared under the historical cost convention and in accordance with applicable accounting standards and the Companies Act 2006. They follow the recommendations in the Statement of Recommended Practice, Accounting and Reporting by Charities (issued in March 2005).

The charity has had outgoing resources for the past two years. Whilst it currently has unrestricted funds to maintain this shortfall, these are decreasing. Furthermore after this financial period the charity has lost a major source of unrestricted funding, which traditionally contributed towards core costs. However, the trustees are confident that there are sufficient funds to operate the charity in the short term, and they consider it appropriate to adopt the going concern basis for the preparation of the accounts.

- b) Voluntary income is received by way of donations and gifts and is included in full in the statement of financial activities when receivable.
- c) Grants are recognised in full in the statement of financial activities in the year in which they are receivable.

Grants for the purchase of fixed assets are credited to restricted incoming resources when receivable. Depreciation of fixed assets purchased with such grants is charged against the restricted fund.

- d) Resources expended are recognised in the period in which they are incurred. Resources expended include attributable VAT which cannot be recovered.
- e) Restricted funds are to be used for specific purposes as laid down by the donor. Expenditure which meets these criteria is charged to the fund together with a fair allocation of management and support costs.
- f) Unrestricted funds are donations and other incoming resources receivable or generated for the objects of the charity.
- g) Designated funds are unrestricted funds earmarked by the management committee for particular purposes.
- h) The charity operates a defined contribution pension scheme. The assets of the scheme are held separately from those of the charity in an independently administered fund. The pension cost charge represents contributions payable under the scheme by the charity to the fund. The charity has no liability under the scheme other than for the payment of those contributions.
- i) Depreciation is provided on all tangible assets at rates calculated to write each asset down to its estimated residual value evenly over its expected useful life, as follows:

Motor vehicles	25% per annum
Computer equipment	25% per annum

Assets under the course of construction are not depreciated until the asset is brought into use.

Bristol Playbus Project Ltd

Notes to the financial statements

For the year ended 31 March 2013

2. Grants & service level agreements

	Restricted £	Unrestricted £	2013 Total £	2012 Total £
Bristol City Council:				
Core funding	29,603	-	29,603	35,523
Gildas Parade	1,899	-	1,899	-
Let's All Play	-	-	-	26,000
One-off project	-	-	-	620
Play rangers	25,212	-	25,212	30,255
Streets Active Programme:				
Big Lottery Fund	5,208	-	5,208	-
Community Development Fund	1,868	-	1,868	-
Merchant Venturers	2,000	-	2,000	-
South Gloucestershire Council	630	-	630	-
Creative Youth Network	-	4,667	4,667	-
Henry Smith Trust - Quartet	27,000	-	27,000	-
North Somerset Council	15,432	-	15,432	15,432
WECIL (Let's All Play)	16,036	-	16,036	-
DION	4,600	-	4,600	27,300
Almondsbury Charity	2,200	-	2,200	-
Quartet Bus Repairs	2,000	-	2,000	16,680
Heritage Lottery Funding	-	-	-	20,400
Irish Youth Foundation	-	-	-	1,000
John James Bristol Foundation	-	-	-	1,000
South Gloucestershire Council - Travellers Celebration	3,426	-	3,426	-
Patchway Town Council - Travellers Health	500	-	500	-
	<u>137,614</u>	<u>4,667</u>	<u>142,281</u>	<u>174,210</u>

Bristol Playbus Project Ltd

Notes to the financial statements

For the year ended 31 March 2013

3. Net incoming resources for the year

This is stated after charging:

	2013	2012
	£	£
Management Committees' remuneration	Nil	Nil
Management Committees' reimbursed expenses	Nil	Nil
Auditors' remuneration	<u>2,040</u>	<u>2,000</u>

4. Staff costs and numbers

Staff costs were as follows:

	2013	2012
	£	£
Salaries and wages	105,100	131,142
Social security costs	4,995	7,173
Pension contributions	<u>1,118</u>	<u>1,345</u>
	<u>111,213</u>	<u>139,660</u>
Total emoluments paid to staff were:	<u>106,218</u>	<u>132,487</u>

No employee earned more than £60,000 during the year.

The average weekly number of employees (full-time equivalent) during the year was as follows:

	2013	2012
	No.	No.
Core & sessional staff	<u>6.1</u>	<u>6.1</u>

5. Taxation

The charitable company is exempt from corporation tax as all its income is charitable and is applied for charitable purposes.

Bristol Playbus Project Ltd

Notes to the financial statements

For the year ended 31 March 2013

6. Tangible fixed assets

	Motor vehicles	Computer equipment	Total
	£	£	£
Cost			
At 1 April 2012	199,581	1,617	201,198
Additions in the year	<u>-</u>	<u>545</u>	<u>545</u>
At 31 March 2013	<u>199,581</u>	<u>2,162</u>	<u>201,743</u>
Depreciation			
At 1 April 2012	194,428	1,617	196,045
Charge for the year	<u>5,153</u>	<u>137</u>	<u>5,290</u>
At 31 March 2013	<u>199,581</u>	<u>1,754</u>	<u>201,335</u>
Net book value			
At 31 March 2013	<u><u>-</u></u>	<u><u>408</u></u>	<u><u>408</u></u>
At 31 March 2012	<u><u>5,153</u></u>	<u><u>-</u></u>	<u><u>5,153</u></u>

7. Debtors

	2013	2012
	£	£
Trade debtors	2,204	5,872
Prepayments	6,987	8,644
Accrued income	<u>-</u>	<u>14,224</u>
	<u>9,191</u>	<u>28,740</u>

Bristol Playbus Project Ltd

Notes to the financial statements

For the year ended 31 March 2013

8. Creditors: amounts due within 1 year

	2013	2012
	£	£
Trade creditors	2,494	6,323
Credit card	148	-
Social security	2,003	(248)
Salaries	1,749	-
Accruals	2,383	2,000
Deferred income	1,351	910
	<u>10,128</u>	<u>8,985</u>

9. Analysis of net assets between funds

	Restricted funds £	Designated funds £	General funds £	Total funds £
Fixed assets	-	-	408	408
Current assets	28,484	87,823	57,491	173,798
Current liabilities	-	-	(10,128)	(10,128)
Net assets at 31 March 2013	<u>28,484</u>	<u>87,823</u>	<u>47,771</u>	<u>164,078</u>

Bristol Playbus Project Ltd

Notes to the financial statements

For the year ended 31 March 2013

10. Movements in funds

	At 1 April 2012	Incoming resources	Outgoing resources	Transfers	At 31 March 2013
	£	£	£	£	£
Restricted funds:					
Bristol City Council - core	-	29,603	(29,603)	-	-
Bristol City Council - Glidas Parade	-	1,899	(1,859)	(40)	-
Bristol City Council - Let's All Play	6,291	-	-	(6,291)	-
Bristol City Council - Play Rangers		25,212	(25,212)	-	-
Bristol City Council - Van	4,550	-	(4,550)	-	-
Bus Fund - Capital	603	-	(603)	-	-
Bus Fund - Repairs	-	9,219	(9,219)	-	-
Hillfields Music Project (Comic Relief via Quartet)	5,362	-	(7,502)	2,140	-
North Somerset Council	-	15,432	(13,654)	-	1,778
Henry Smith Trust	8,811	27,200	(27,933)	-	8,078
Dion - Northwood Youth Zone	1,901	-	(555)	-	1,346
Streets Active - Big Lottery Fund	-	5,208	(4,246)	-	962
Streets Active - Community Development Fund		1,868	(1,868)		-
Streets Active - Merchant Venturers		2,000	(665)		1,335
Streets Active - South Gloucestershire Council		630	(504)		126
Travellers Celebration - DION & Patchway Town Council		2,650	-	-	2,650
Travellers Health - Dion & South Gloucestershire Council		5,676	-	-	5,676
WECIL (Lets All Play)	-	16,036	(15,794)	6,291	6,533
Total restricted funds	27,518	142,633	(143,767)	2,100	28,484

Bristol Playbus Project Ltd

Notes to the financial statements

For the year ended 31 March 2013

10. Movement in funds (continued)

Unrestricted funds:

Contingency fund	51,319	-	-	-	51,319
Project restructuring	30,000	-	-	-	30,000
Bus maintenance fund	14,136	-	-	(7,632)	6,504
<i>Total designated funds</i>	95,455	-	-	(7,632)	87,823
<i>General funds</i>	54,186	22,164	(34,111)	5,532	47,771
Total unrestricted funds	149,641	22,164	(34,111)	(2,100)	135,594
Total funds	177,159	164,797	(177,878)	-	164,078

At the end of the year the net book value of fixed assets purchased with restricted and designated funds was £nil (2012 - £5,153). These were the Bristol City Council - Van and Bus Fund - Capital. There is £6,504 remaining to be spent on capital expenditure.

Bristol Playbus Project Ltd

Notes to the financial statements

For the year ended 31 March 2013

10. Movement in funds (continued)

Purposes of restricted funds:

North Somerset Council (Hewish) To deliver an early year's programme at Moorland Park Traveller site (Hewish).

Henry Smith Charitable Trust (Northwood) To deliver an early year's programme of sessions at Northwood Traveller site. This programme will continue into 13-14.

Northwood Youth Zone Restricted funding to a programme of work with young people at Northwood Traveller site.

Travellers Myths Restricted funding awarded to undertake a programme of work amongst Travelling communities celebrating their culture and challenging some of the myths surrounding travelling communities. This programme is scheduled to commence in early 13-14.

Travellers Health Programme Restricted funding awarded to enable Bristol Playbus Project to undertake a programme of work addressing Travellers Health & Well Being primarily based at Patchway. This programme is scheduled to commence in early 13-14.

Let's All Play Is a specialist programme of sessions to enable disabled young people to engage in inclusive play sessions. This programme was previously funded via Bristol City Council and has now been funded via the West of England Centre for Inclusive Living (WECIL). This programme has been running for a number of years providing a much needed service to disabled young people.

Streets Active Restricted funding for this programme was awarded from a variety of sources and enabled Bristol Playbus Project to deliver a series of sessions around the Bristol area to encourage young people to engage in a range of activities, including sports. This programme continues into 13-14 and has been very successful.

Purposes of designated funds:

Contingency Fund The Management Committee has earmarked approximately three months expenditure as a contingency fund. This amounts to £51,319.

Bristol Playbus Project Ltd

Notes to the financial statements

For the year ended 31 March 2013

Purposes of restricted funds (continued):

Project Restructuring	The management committee has allocated £30,000 for the restructuring and remarketing of Bristol Playbus Project.
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Bus Renewal Fund	The Management Committee had previously earmarked £14,136 for vehicle replacement and repairs, however during the course of 12-13 financial year the bus needed extensive repairs and therefore this fund has been utilised to support this work. There now remains £6,504 to support the vehicles in future.
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