

**Ashfield Play Forum**  
(Registered charity, number 1037959)  
**Financial statements**  
**for the year ended 31 March 2022**

<b>Page</b>	<b>Contents</b>
2 - 3	Trustees' annual report
4	Independent examiner's report
5	Receipts & payments account
6	Statement of assets & liabilities
7 - 8	Notes to the accounts

**Ashfield Play Forum  
Trustees' annual report  
for the year ended 31 March 2022**

**Full name** Ashfield Play Forum

**Registered charity number** 1037959

**Principal address**

Morven Avenue, Sutton-in-Ashfield, Nottinghamshire, NG17 1AN

**Trustees**

Teena Needham, Chair

Stephen Needham, Vice Chair

Victoria Moody, Secretary

Robert Wyatt, Treasurer

Doreen Fowler

Heather Webster

**Independent examiner**

John O'Brien, employee of Community Accounting Plus, Units 1 & 2, North West,  
41 Talbot Street, Nottingham, NG1 5GL

**Governance and management**

The charity is operated under the rules of its constitution adopted 8 March 1990 and most recently amended 26 September 2018.

Trustees are recruited in line with our policies and constitution and are appointed throughout the year and where applicable re-elected at the AGM each year. Trustees are made up of individuals and groups from the Play Forum membership.

**Objectives and activities**

The principal object of the charity is to promote an appreciation amongst the public of the short and long term values of children's play in Ashfield towards improving the conditions of life for young people.

**Public benefit statement**

The Trustees confirm that they have complied with the duty in section 17 of the Charities Act 2011 to have due regard to the Charity Commission's general guidance on public benefit, 'Charities and Public Benefit'.

**Summary of the main activities undertaken for the public benefit**

To meet our aims, we provide a scrap store, equipment and toy loan service for groups and individuals working with children in Ashfield, along with free play days and play related training and workshops. We also provide low cost room hire for community groups.

Our unique services and projects enable children and young people to participate in creative and physical activities and develop emotional and social skills.

## Ashfield Play Forum

### Summary of the main achievements during the period

The Play Forum are pleased to announce that all our projects achieved their targets for the year and in some cases we exceeded our expectations.

We continued to provide our membership with free resources from the scrap store, toy library and loan equipment projects, and in addition organised 2 large outdoor play days during the summer and 1 smaller event later in the year. We also continued to provide the 'play in a bag' activity packs which we began during COVID when play events could not be held.

We provided a variety of free training courses open to all people in the community throughout the year.

### Financial review

The balances on the restricted funds are in line with budgets. Our unrestricted funds have reduced by £3,817 but still leaving sufficient reserves in line with our reserves policy. The activities in this financial year were supported by Notts County Council, The Big Lottery and Children in Need and the relaxation of pandemic restrictions have allowed us to have more contact again with the children of the Ashfield area.

### Risk analysis

The financial risks relate to loss of unrestricted income from room hire and a reduction in grants that are available.

### The charity's policy on reserves

Reserves are held in line with our constitution and can be used for the dissolution of the Play Forum or building repair emergencies. All policies are reviewed on a yearly basis and updated accordingly.

### Acknowledgements

We would like to acknowledge our gratitude The National Lottery, Children In Need and Nottinghamshire County Council who's grants have enabled us to continue our projects for the benefit of the people in Ashfield.

We would also like to thank the membership who continue to support our projects.

Signed on behalf of the charity's trustees:

Signed Teena Needham Date 25/01/2023  
Teena Needham, Trustee

**Independent examiner's report to the trustees of  
Ashfield Play Forum  
for the year ended 31 March 2022**

I report to the trustees on my examination of the accounts of Ashfield Play Forum (the charity) for the year ended 31 March 2022.

**Responsibilities and basis of report**

As the trustees of the charity 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 charity'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 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 charity as required by section 130 of the Act; or
2. the accounts do not accord with those records.

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.

Signed  Date 26/01/2023  
John O'Brien MSc, FCCA, FCIE  
Employee of Community Accounting Plus

**Ashfield Play Forum**  
**Receipts & payments account**  
**for the year ended 31 March 2022**

2021				2022
Total		Unrestricted	Restricted	Total
Funds		Funds	Funds	Funds
£	Note	£	£	£
	<b>Receipts</b>			
13	Bank interest	53	-	53
103819	Grants & donations	2 1049	89074	90123
-	Membership	592	-	592
12780	Rental income	13455	-	13455
54	Resource sales	-	-	-
9	Sundry income	1109	-	1109
<u>116675</u>	<b>Total receipts</b>	<u>16258</u>	<u>89074</u>	<u>105332</u>
	<b>Payments</b>			
754	Equipment & materials	3	1617	1620
28	Hospitality	111	134	245
1298	Insurance	-	1271	1271
282	Legal & professional fees	-	882	882
1742	Office expenses	-	1360	1360
275	Printing & reproduction	-	398	398
-	Publications & subscriptions	101	-	101
1985	Repairs & maintenance	-	3434	3434
-	Room hire	-	2280	2280
-	Publicity	(1154)	1154	-
368	Telephone	-	425	425
2117	Training	-	15957	15957
5059	Utilities	2157	3189	5346
813	Vehicle expenses	-	1055	1055
59	Volunteer expenses	-	454	454
52046	Wages, NI & pensions	18858	42153	61011
-	Workshop & activity expenses	-	16995	16995
<u>66826</u>	<b>Total payments</b>	<u>20076</u>	<u>92758</u>	<u>112834</u>
49849	<b>Net receipts/(payments)</b>	(3818)	(3684)	(7502)
54660	Cash funds at start of this period	44080	60428	104508
<u>104509</u>	<b>Cash funds at end of this period</b>	<u>40262</u>	<u>56744</u>	<u>97006</u>

**Ashfield Play Forum**  
**Statement of assets and liabilities**  
**at 31 March 2022**

2021			2022
£	<b>Cash assets</b>	Note	£
104277	Bank accounts		96568
232	Cash in hand		438
<u>104509</u>			<u><b>97006</b></u>
	<b>Other monetary assets</b>		
400	Stock		200
16070	Debtors & prepayments	4	824
<u>16470</u>			<u><b>1024</b></u>
	<b>Assets retained for the charity's own use</b>		
	Building purchased in 2000 and revalued in 2005 to £281,704.		
	General equipment.		
	<b>Liabilities</b>		
(1226)	Creditors	5	(2043)
(1000)	Advance receipts - Rental income		-
<u>(2226)</u>			<u><b>(2043)</b></u>

These financial statements are accepted on behalf of the charity by:

Signed  Dated 25/01/2023  
 Robert Wyatt, Trustee

# Ashfield Play Forum

## Notes to the accounts

### for the year ended 31 March 2022

#### 1. Receipts & payments accounts

Receipts and payments accounts contain a summary of money received and money spent during the period and a list of assets and liabilities at the end of the period. Usually, cash received and cash spent will include transactions through bank accounts and cash in hand.

#### 2. Grants & donations

	Unrestricted £	Restricted £	Total £
Big Lottery Community Fund	-	74304	74304
BBC Children in Need	-	9520	9520
Nottinghamshire County Council	-	5250	5250
HMRC JRS	471	-	471
Other donations	578	-	578
	<u>1049</u>	<u>89074</u>	<u>90123</u>

#### 3. Restricted funds analysis

	Opening balance £	Receipts £	(Payments) £	Closing balance £
<b>Restricted funds</b>				
Lottery extra	18920	-	(1276)	17644
Big Lottery Community Fund	24889	-	(17473)	7416
TNL Community fund	-	74304	(53468)	20836
Nottinghamshire County Council	1750	5250	(7000)	-
BBC Children in Need	14869	9520	(13541)	10848
	<u>60428</u>	<u>89074</u>	<u>(92758)</u>	<u>56744</u>
<b>Unrestricted funds</b>				
General	44080	16258	(20076)	40262
	<u>44080</u>	<u>16258</u>	<u>(20076)</u>	<u>40262</u>

The specific purposes for which the funds are to be applied are as follows:

- Lottery extra – Additional three month's salaries and operating costs.
- Big Lottery Community Fund – to cover project running costs.
- TNL Community fund - To provide free play days, environmental play project and training for the children and adults of Ashfield and the surrounding area. The funding pays for some salary, overhead and project running costs.
- Nottinghamshire County Council – to cover staff salaries.
- BBC Children in Need – to cover project running costs.

## Ashfield Play Forum

### 4. Debtors & prepayments

	£
Prepayment: Insurance	618
Prepayment: Vehicle tax	206
	<u>824</u>

### 5. Creditors

	£
Legal & professional	(600)
Wages, NI & Pension	(1443)
	<u>(2043)</u>

### 6. Trustees' remuneration

Trustees received no expenses, remuneration or benefits in this period.

### 7. Glossary of terms

**Creditors:** These are amounts owed by the charity, but not paid during the accounting period.

**Advance receipts:** These are amounts received by the charity in the accounting period, for use in a future period.

**Debtors:** These are amounts owed to the charity, but not received in the accounting period.

**Prepayments:** These are services that the charity has paid for in advance, but not used during the accounting period.

**Restricted funds:** These are funds given to the charity, subject to specific restrictions set by the donor, but still within the general objects of the charity.