

REGISTERED CHARITY NUMBER: 1069535

**REPORT OF THE TRUSTEES AND
FINANCIAL STATEMENTS FOR THE YEAR ENDED
31 MARCH 2021
FOR
CHIPS - CHILDREN'S INTEGRATED PLAYScheme**

Gary J Cansick & Co
Chartered Accountants
Janelle House
6 Hartham Lane
Hertford
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SG14 1QN

CHIPS - CHILDREN'S INTEGRATED PLAYScheme

CONTENTS OF THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2021

	Page
Report of the Trustees	1 to 3
Independent Examiner's Report	4
Statement of Financial Activities	5
Balance Sheet	6
Notes to the Financial Statements	7 to 10
Detailed Statement of Financial Activities	11 to 12

CHIPS - CHILDREN'S INTEGRATED PLAYScheme

REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 MARCH 2021

The trustees present their report with the financial statements of the charity for the year ended 31 March 2021. The trustees have adopted the provisions of the Statement of Recommended Practice (SORP) 'Accounting and Reporting by Charities' issued in March 2005.

REFERENCE AND ADMINISTRATIVE DETAILS

Registered Charity number

1069535

Principal address

Studio 105
Mill Studio Business Centre
Crane Mead
Ware
Hertfordshire
SG12 9PY

Trustees

G Nickson	Chair
H Smith	
M Cooper	Vice-Chair
S Banerjee	
P Campbell	
T Ivison	
M Ronsley	
D Windridge	
M Palmer	- resigned 8.10.20
A Lee	
J Edwards	
A James	
S Tatam	- appointed 3.12.20
R Thomas	- appointed 11.2.21

Independent examiner

G J Cansick
Gary J Cansick & Co
Chartered Accountants
Janelle House
6 Hartham Lane
Hertford
Hertfordshire
SG14 1QN

EVENTS SINCE THE END OF THE YEAR

Information relating to events since the end of the year is given in the notes to the financial statements.

STRUCTURE, GOVERNANCE AND MANAGEMENT

Governing document

The charity is an unincorporated charity controlled by a governing document, its constitution, which was adopted on 1st April 1998 and amended 21st June 2001.

The Charity is required to operate in accordance with its constitution.

Recruitment and appointment of new trustees

CHIPS is a parent led organisation. The majority of the Trustees are parents of children who attend the playschemes. Trustees are elected, appointed and reappointed annually at the AGM.

Induction and training of new trustees

All Trustees are encouraged to regularly visit the playschemes. Training is made available on request.

CHIPS - CHILDREN'S INTEGRATED PLAYScheme

REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 MARCH 2021

STRUCTURE, GOVERNANCE AND MANAGEMENT

Organisational structure

The charity employs three part time administrators, who report to the Chair of Trustees. Play leaders are responsible for running the playschemes and report to the Chair of Trustees and at the Executive Committee meetings which are held five times per year.

Wider network

The charity works closely with the County Council, which provides a funding grant and local schools.

The charity continues to develop links with local businesses and other charities.

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.

OBJECTIVES AND ACTIVITIES

Objectives and aims

The Charity's objectives are the relief of children with additional needs particularly by:

1. offering integrated play and social opportunities to children with additional needs and their siblings,
2. supporting the families and carers of children with additional needs through respite, mutual support and information and increasing disability awareness in the area.

All activities provided by the charity are for the benefit of the public. The Trustees have complied with the duty in Section 4 of the 2006 Charities Act to have due regard to guidance published by the Charity Commission, including public benefit guidance.

Significant activities

The Charity offers integrated play and social opportunities to children with additional needs and their siblings through:-

Saturday Clubs
Holiday Playschemes
Outings
Parties
Support Groups
Specific Interest Groups

These activities provide significant and proven benefit to parents and siblings through providing respite and support.

ACHIEVEMENT AND PERFORMANCE

This information is contained within the Chairman's report which is available on request from our office at 19-21 Bull Plain, Hertford, SG14 1DX.

FINANCIAL REVIEW

Reserves policy

CHIPS will look to maintain a minimum of six months running costs in reserves at all times to include our busiest period - the Summer Schemes. The policy is built toward a worst-case scenario in the charity needing to begin the closing process just before the Summer Schemes are about to run.

Any surplus funds that are not likely to be needed to pay for activities in one period are placed on deposit to earn interest.

The Covid-19 Pandemic had a direct effect on the charity's income for the financial year 20/21, resulting in a reduction in income received from fundraising events and donations. In order to try to mitigate this effect the charity successfully worked to increase the number of grant applications made, and managed to increase the Grant funding in the year. The increase in Grant funding meant the charity managed to increase its overall income compared to 2020 by £27,000. This included taking advantage where possible of the Covid-19 Grants available.

CHIPS - CHILDREN'S INTEGRATED PLAYScheme

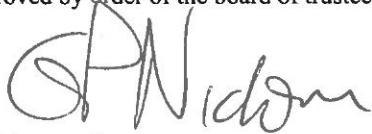
REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 MARCH 2021

FUTURE DEVELOPMENTS

The Charity Manager and Trustees will continue to work closely with Hertfordshire County Council, its core funders, in respect of funding available, and will look to utilise some of the charity's reserves, if necessary. If sufficient funds are not available the Trustees may need to take the decision to reduce the services offered to the charity's members.

The Trustees will follow the guidance from Hertfordshire County Council and Public Health England to ensure that all provision offered meets the guidelines and is Covid-19 secure.

Approved by order of the board of trustees on 9 September 2021 and signed on its behalf by:

A handwritten signature in black ink, appearing to read 'G Nickson', written over a horizontal line.

G Nickson - Trustee

**INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF
CHIPS - CHILDREN'S INTEGRATED PLAYScheme**

I report on the accounts for the year ended 31 March 2021, which are set out on pages five to ten.

Responsibilities and basis of report

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

I have examined your charity's accounts as required under section 145 of the Charities Act 2011 ('the Act'). In carrying out my examination I have followed the Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act.

My role is to state whether any material matters have come to my attention giving me cause to believe:

1. that accounting records were not kept as required by section 130 of the Act; or
2. that the accounts do not accord with those records; or
3. that the accounts do not comply with the accounting requirements of the Act; or
4. that there is further information needed for a proper understanding of the accounts.

Independent examiner's statement

I have completed my examination and have no concerns in respect of the matters (1) to (4) listed above and, in connection with following the Directions of the Charity Commission I have found no matters that require drawing to your attention.



G J Cansick
Gary J Cansick & Co
Chartered Accountants
Janelle House
6 Hartham Lane
Hertford
Hertfordshire
SG14 1QN

10 September 2021

CHIPS - CHILDREN'S INTEGRATED PLAYScheme

STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDED 31 MARCH 2021

	Notes	Unrestricted funds £	Restricted fund £	31.3.21 Total funds £	31.3.20 Total funds £
INCOMING RESOURCES					
Incoming resources from generated funds					
Voluntary income		35,441	-	35,441	73,137
Activities for generating funds	2	6,070	-	6,070	7,766
Incoming resources from charitable activities					
General		251,487	11,167	262,654	196,018
Total incoming resources		292,998	11,167	304,165	276,921
RESOURCES EXPENDED					
Charitable activities					
General		141,092	11,167	152,259	192,018
Support costs		82,122	2,014	84,136	53,335
Governance costs		2,075	-	2,075	1,735
Other resources expended		(1,150)	-	(1,150)	-
Total resources expended		224,139	13,181	237,320	247,088
NET INCOMING/(OUTGOING) RESOURCES					
		68,859	(2,014)	66,845	29,833
RECONCILIATION OF FUNDS					
Total funds brought forward		175,750	3,523	179,273	149,440
TOTAL FUNDS CARRIED FORWARD		244,609	1,509	246,118	179,273

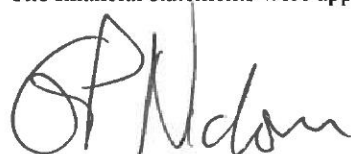
The notes form part of these financial statements

CHIPS - CHILDREN'S INTEGRATED PLAYScheme

BALANCE SHEET AT 31 MARCH 2021

	Notes	Unrestricted funds £	Restricted fund £	31.3.21 Total funds £	31.3.20 Total funds £
FIXED ASSETS					
Tangible assets	5	5,418	-	5,418	4,160
CURRENT ASSETS					
Debtors	6	8,526	-	8,526	36,237
Cash at bank		244,217	1,831	246,048	140,855
		<u>252,743</u>	<u>1,831</u>	<u>254,574</u>	<u>177,092</u>
CREDITORS					
Amounts falling due within one year	7	(13,552)	(322)	(13,874)	(1,979)
NET CURRENT ASSETS		<u>239,191</u>	<u>1,509</u>	<u>240,700</u>	<u>175,113</u>
TOTAL ASSETS LESS CURRENT LIABILITIES		244,609	1,509	246,118	179,273
NET ASSETS		<u>244,609</u>	<u>1,509</u>	<u>246,118</u>	<u>179,273</u>
FUNDS	8				
Unrestricted funds				244,609	175,750
Restricted funds				1,509	3,523
TOTAL FUNDS				<u>246,118</u>	<u>179,273</u>

The financial statements were approved by the Board of Trustees on 9 September 2021 and were signed on its behalf by:



G Nickson -Trustee

CHIPS - CHILDREN'S INTEGRATED PLAYScheme

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2021

1. ACCOUNTING POLICIES

Accounting convention

The financial statements have been prepared under the historical cost convention, and in accordance with the Financial Reporting Standard for Smaller Entities (effective April 2008), the Charities Act 2011 and the requirements of the Statement of Recommended Practice, Accounting and Reporting by Charities.

Incoming resources

All incoming resources are included on the Statement of Financial Activities when the charity is legally entitled to the income and the amount can be quantified with reasonable accuracy.

Resources expended

Expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all cost related to the category. Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with the use of resources.

Tangible fixed assets

Depreciation is provided at the following annual rates in order to write off each asset over its estimated useful life.

Equipment & furniture	- 33% on cost
Computer equipment	- 33% on cost

Taxation

The charity is exempt from tax on its charitable activities.

Fund accounting

Unrestricted funds can be used in accordance with the charitable objectives at the discretion of the trustees.

Restricted funds can only be used for particular restricted purposes within the objects of the charity. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes.

Hire purchase and leasing commitments

Rentals paid under operating leases are charged to the Statement of Financial Activities on a straight line basis over the period of the lease.

2. ACTIVITIES FOR GENERATING FUNDS

	31.3.21	31.3.20
	£	£
Fundraising events	6,070	7,766

3. TRUSTEES' REMUNERATION AND BENEFITS

There were no trustees' remuneration or other benefits for the year ended 31 March 2021 nor for the year ended 31 March 2020.

Trustees' expenses

There were no trustees' expenses paid for the year ended 31 March 2021 nor for the year ended 31 March 2020.

CHIPS - CHILDREN'S INTEGRATED PLAYScheme

NOTES TO THE FINANCIAL STATEMENTS - CONTINUED FOR THE YEAR ENDED 31 MARCH 2021

4. STAFF COSTS

	31.3.21	31.3.20
	£	£
Wages and salaries	<u>172,614</u>	<u>160,428</u>

The average monthly number of employees during the year was as follows:

	31.3.21	31.3.20
	75	76
Average number of employees	<u>75</u>	<u>76</u>

No employees received emoluments in excess of £60,000.

5. TANGIBLE FIXED ASSETS

	Equipment & furniture £	Computer equipment £	Totals £
COST			
At 1 April 2020	4,082	5,748	9,830
Additions	<u>130</u>	<u>2,818</u>	<u>2,948</u>
At 31 March 2021	<u>4,212</u>	<u>8,566</u>	<u>12,778</u>
DEPRECIATION			
At 1 April 2020	3,396	2,274	5,670
Charge for year	<u>105</u>	<u>1,585</u>	<u>1,690</u>
At 31 March 2021	<u>3,501</u>	<u>3,859</u>	<u>7,360</u>
NET BOOK VALUE			
At 31 March 2021	<u>711</u>	<u>4,707</u>	<u>5,418</u>
At 31 March 2020	<u>686</u>	<u>3,474</u>	<u>4,160</u>

6. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	31.3.21	31.3.20
	£	£
Other debtors	<u>8,526</u>	<u>36,237</u>

7. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	31.3.21	31.3.20
	£	£
Taxation and social security	1,220	-
Other creditors	<u>12,654</u>	<u>1,979</u>
	<u>13,874</u>	<u>1,979</u>

CHIPS - CHILDREN'S INTEGRATED PLAYScheme

NOTES TO THE FINANCIAL STATEMENTS - CONTINUED FOR THE YEAR ENDED 31 MARCH 2021

8. MOVEMENT IN FUNDS

	At 1.4.20 £	Net movement in funds £	At 31.3.21 £
Unrestricted funds			
General fund	175,750	68,859	244,609
Restricted funds			
General	3,523	(2,014)	1,509
TOTAL FUNDS	<u>179,273</u>	<u>66,845</u>	<u>246,118</u>

Net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
General fund	292,998	(224,139)	68,859
Restricted funds			
General	11,167	(13,181)	(2,014)
TOTAL FUNDS	<u>304,165</u>	<u>(237,320)</u>	<u>66,845</u>

Comparatives for movement in funds

	At 1.4.19 £	Net movement in funds £	Transfers between funds £	At 31.3.20 £
Unrestricted Funds				
General fund	149,236	26,509	5	175,750
Restricted Funds				
General	204	3,324	(5)	3,523
TOTAL FUNDS	<u>149,440</u>	<u>29,833</u>	<u>-</u>	<u>179,273</u>

Comparative net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
General fund	259,977	(233,468)	26,509
Restricted funds			
General	16,944	(13,620)	3,324
TOTAL FUNDS	<u>276,921</u>	<u>(247,088)</u>	<u>29,833</u>

CHIPS - CHILDREN'S INTEGRATED PLAYScheme

NOTES TO THE FINANCIAL STATEMENTS - CONTINUED FOR THE YEAR ENDED 31 MARCH 2021

8. MOVEMENT IN FUNDS - continued

A current year 12 months and prior year 12 months combined position is as follows:

	At 1.4.19 £	Net movement in funds £	Transfers between funds £	At 31.3.21 £
Unrestricted funds				
General fund	149,236	95,368	5	244,609
Restricted funds				
General	204	1,310	(5)	1,509
TOTAL FUNDS	<u>149,440</u>	<u>96,678</u>	<u>-</u>	<u>246,118</u>

A current year 12 months and prior year 12 months combined net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
General fund	552,975	(457,607)	95,368
Restricted funds			
General	28,111	(26,801)	1,310
TOTAL FUNDS	<u>581,086</u>	<u>(484,408)</u>	<u>96,678</u>

9. POST BALANCE SHEET EVENTS

Mrs H Smith resigned as Trustee on 1st July 2021.

CHIPS - CHILDREN'S INTEGRATED PLAYScheme

DETAILED STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDED 31 MARCH 2021

	31.3.21 £	31.3.20 £
INCOMING RESOURCES		
Voluntary income		
Donations	33,194	70,681
Subscriptions	2,247	2,456
	<hr/> 35,441	<hr/> 73,137
Activities for generating funds		
Fundraising events	6,070	7,766
Incoming resources from charitable activities		
Attendance fees for Playschemes and events	14,835	32,862
Grants	236,652	163,156
Covid-19 support grants	11,167	-
	<hr/> 262,654	<hr/> 196,018
Total incoming resources	<hr/> 304,165	<hr/> 276,921
RESOURCES EXPENDED		
Charitable activities		
Wages	112,845	124,515
Rent	17,734	25,373
Sundries	709	2,551
Holiday scheme expenses	1,586	358
Entertainment	1,901	2,165
Equipment & maintenance	6,304	8,130
Gifts	780	1,237
Training	1,307	5,527
Saturday Club expenses	2,261	1,438
Christmas Party expenses	-	-
Clubs expenses	2,545	6,966
Restricted grant/donation expenses	-	12,777
	<hr/> 147,972	<hr/> 191,037
Governance costs		
Accountancy	1,500	1,380
Ofsted registration fees	575	355
	<hr/> 2,075	<hr/> 1,735
Support costs		
Management		
Wages	59,769	35,913
Rent	15,375	8,802
Insurance	2,167	2,091
Telephone	883	1,097
Carried forward	78,194	47,903

This page does not form part of the statutory financial statements

CHIPS - CHILDREN'S INTEGRATED PLAYScheme**DETAILED STATEMENT OF FINANCIAL ACTIVITIES
FOR THE YEAR ENDED 31 MARCH 2021**

	31.3.21 £	31.3.20 £
Management		
Brought forward	78,194	47,903
Postage and stationery	2,245	1,899
Sundries	4,226	3,586
Computer expenses	532	171
Internet	317	248
	<hr/>	<hr/>
	85,514	53,807
Finance		
Bank charges	69	80
Fixtures and fittings	105	57
Computer equipment	1,585	372
	<hr/>	<hr/>
	1,759	509
	<hr/>	<hr/>
Total resources expended	237,320	247,088
	<hr/>	<hr/>
Net income	<u>66,845</u>	<u>29,833</u>