

Registered Charity Number : 1070259

**LET US PLAY SCHEME
REPORT AND FINANCIAL STATEMENTS
FOR THE YEAR ENDED
31 MARCH 2021**

Casson Beckman
Chartered Accountants
Murrills House
48 East Street
Portchester, PO16 9XS

KPA/518449/SRW

LET US PLAY SCHEME

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REFERENCE AND ADMINISTRATIVE INFORMATION

TRUSTEES	I Wilson J Cheriton-Gerard W Rees
REGISTERED CHARITY NUMBER	1070259
CHARITY ADDRESS	27 Clarendon Crescent Fareham Hants PO14 4RE
ACCOUNTANTS & INDEPENDENT EXAMINERS	Casson Beckman Chartered Accountants Murrills House 48 East Street Portchester Hants PO16 9XS
BANKER	Lloyds Bank 20-24 High Street Gosport Hants PO12 1DE

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REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 MARCH 2021

The Trustees present their annual report along with the financial statements of the Charity for the year ended 31 March 2021. The financial statements have been prepared in accordance with the accounting policies set out in note 1 to the accounts and comply with the Charity's constitution, the Charities Act 2011 and the Statement of Recommended Practice: Accounting and Reporting by Charities 2005, applicable to charities preparing their accounts in accordance with Financial Reporting Standard applicable in the UK and Republic of Ireland.

Structure, governance and management

The Charity is unincorporated and Trustees are appointed in accordance with the guidelines below. Upon appointment Charity Commission guidance is issued to new Trustees.

- 1 Let Us Play Scheme (LUPS) is a parent run holiday play scheme for children with profound physical and/or multiple learning difficulties. LUPS was registered with the Charity Commissioners on 29 June 1998, under number 1070259. LUPS is governed by its constitution dated 6 May 1998.
- 2 LUPS is run by a board of Trustees. Trustees are elected at the AGM held no later than six months after the end of financial year. Trustees are made up from parents of children who utilise the play scheme and who come from a wide range of backgrounds to ensure the appropriate support can be provided.
- 3 All Trustees are voluntary members of the organisation who get elected by parents of the play scheme.
- 4 The committee are made up of parents of children who utilise LUPS with representation from children services disability team. The committee attends a meeting during the 1st week of each month unless prior notice is given. The Trustees are responsible for the day to day running of the play scheme.
- 5 During the running of the scheme we employ staff to work one to one with the children to enable them to explore their environment and reach their potential.

Objectives and activities

The Charity's purpose as set out in the objects, contained in the Charity's governing document, is to provide quality play schemes for children with profound physical and/or multiple learning difficulties. Provision of support to children in a safe secure environment with continual one to one support to enable each child to access and achieve at their own level, whilst providing much needed short breaks to families.

The Charity has determined that it will carry out this purpose through the following aims:

- 1 To provide one to one care and support for children with profound physical and/or multiple learning difficulties.
- 2 To enable the families of children with profound physical and/or multiple learning difficulties receive some well deserved short-breaks over the holiday period.
- 3 To provide young staff with new skills and confidence. Encouraging them to work as a team to provide a high level of support for the children and their families.
- 4 To work closely with Children Services, Education and Health in providing placements on the play scheme for children and families that are in need of assistance.
- 5 To meet the outcomes of the Disabled Children's Act 2014.

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REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 MARCH 2021

Objectives and activities (continued)

Our Charity will achieve these aims through projects which:

- 1 Respond effectively and efficiently to Children Services and Health referrals for the play scheme enabling families to receive a high level of support.
- 2 Form partnerships with existing and new partners who share our aims of encouraging social cohesion and targets those who are socially excluded or hard to reach.
- 3 Mean that we will remain open and transparent.
- 4 Continues to ensure comprehensive training is provided for all Staff who work with Children on LUPS.
- 5 Successfully continue and develop the Shortbreaks provision for Easter and Summer activities.
- 6 Allow LUPS to become more widely recognised for its excellence in dealing with disabled children within the community.
- 7 Increase income by generating more funding options through charities and fund raising events.
- 8 Will investigate ways in which LUPS can continue to be sustainable for the future.
- 9 Keep Charity administration and overhead costs down in order to direct resources towards creative activities for the children.

Achievements and performance

Despite the challenges presented by Covid-19 - which resulted in us not able to run an Easter playscheme for the first time in our 35-year history – we were able to successfully deliver a playscheme during the summer holidays. The summer playscheme is always popular, but as the UK had been through several 'lock-downs' for many of our families, it was the first respite they had received since our Summer 2019 playscheme. Indeed, several of our families had been required to isolate at home for many months, and so the summer playscheme was even more needed than ever.

In line with school settings, we were required to maintain 'bubbles' and ensure PPE guidelines were adhered to. It was a steep learning curve, but our staff rose to the challenge and ensured the playscheme continued to have its usual fun and uplifting atmosphere.

LUPS' provision is unique in the local area and is the only short break option for many of our children and young people within the catchment outside of overnight respite. All the children and young people really do get a lot out of playing with their one-to-one play assistants, and the interactions work fantastically on developing their skills, wellbeing and communication. Additionally, our staff's personal and professional growth is continually enhanced, developed and supported through working with the children's varied needs.

LUPS continues to be over-subscribed; demand far outstrips supply. Year on year we see an increased demand for our playscheme. On average, annually we welcome 10 new children and young people, whereas only 1 young person leaves (as they have aged-out of our provision).

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REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 MARCH 2021

We have continued to provide training for the staff which has included: Gastrostomy & Epilepsy delivered by our Nurses who also have a training business, in house Moving & Handling training, as well as the continued in-depth induction training for all new staff.

LUPS continues to review its delivery to ensure continuous improvements can be identified and implemented to provide the best possible service to our children and their families. We continue to remain in a good financial position having continued to secure Grant funding and we continue to monitor and look at further opportunities to fundraise to ensure the play scheme can offer the best outcomes for the children.

Charity Development

As with many charities, Covid-19 impacted our developmental plans. Due to the requirement to operate a 'closed site' during the summer playscheme, we were unable to undertake our usual recruitment. In order for us to maintain good levels of staffing, we need to recruit and train approximately 10-15 new joiners each year. Not being able to do so will have an impact on the following year's playscheme.

Whilst we were unable to recruit any new joiners, we did deliver a training day for existing staff. This worked brilliantly, not just because it meant the training was delivered efficiently, but it was an opportunity for staff members who do not usually work together, to get to know each other better. Ideally, we would like to run a dedicated training day each year, but currently this is not viable due to budget constraints.

During the training day, the following was delivered:

- Epilepsy training – 52 Staff
- Gastrostomy – 52 Staff
- Play and Interaction – 33 Staff
- Inclusive language and approach – 33 Staff
- Makaton – 38 Staff
- Safeguarding – 52 Staff
- PREVENT training – 52 Staff
- Covid-19 and cleaning training – 52 staff

We are a parent-led charity, but historically we have struggled to entice parent carers to get involved 'behind the scenes'. However, given that LUPS is for children and young people with complex needs/profound disabilities, it is entirely understandable that many parent carers are unable to join the management team.

We ensure parent carers are invited to all our committee meetings throughout the year and email the Minutes thereafter so that everyone can keep up to date with the running of the playscheme.

We seek parent carer feedback after each summer playscheme, and the responses clearly indicate that LUPS is very much appreciated by the families we support. Staff feedback is welcomed at any time, but we also have an annual survey and again, this shows that staff enjoy working at LUPS and feel valued.

LUPS continues to review its delivery to ensure continuous improvements can be identified and implemented to provide the best possible service to our children and their families. The LUPS Leadership team and Trustees provide robust and professional management, which ensures the charity continues to thrive year on year, and consistently delivers the best outcomes for the children and young people attending our playschemes.

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REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 MARCH 2021

Public Benefit

The Charity is committed to working inclusively for the benefit of the whole community by following its Admission and Equality and Diversity policy. We:

1. Remain open and transparent;
2. Ensure the widest possible participation in our Charity play schemes and activities by making our admission and hardship policy well known;
3. Observe equal opportunities practice in recruitment and employment of staff and admission of children.
4. Train and develop staff from the age of 14 providing them with diverse skills they will be able to transfer into whatever career they may wish to pursue. Many of our staff go on to be Doctors/Nurses/Teachers/Support Workers/Social Workers.

The Trustees have complied with the duty in section 4 of the Charities Act 2011 and given regard to the Charity Commission guidance on public benefit.

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REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 MARCH 2021

Financial Review

Whilst LUPS maintains reserves which will cover approximately 1 year's running costs, the grant reduction of our primary funder – Hampshire County Council (HCC) – will have a significant impact on our provision, specifically staff costs, which in turn impacts the number of children and families we can help. Prior to Covid-19, HCC had announced budget cuts which would further reduce our grant going forward. Mindful of this, as well as the unavoidable reduction in fundraising during this financial year, it is vital that we seek grant funding from additional sources.

We were unable to apply for the major funders (e.g., National Lottery and Children in Need) as they understandably closed their funding streams whilst they diverted funds to support the communities needs due to COVID-19. We will re-visit this periodically so that we can submit a grant application when the opportunity arises.

The summer playscheme was successfully delivered within budget, as Hampshire County Council Short Breaks Team provided financial support to help cover the additional costs purchasing copious amounts of PPE.

LUPS' banking is provided by Charities Aid Foundation (CAF) Bank. The bank supports Charities, and we believe in their ethos and ethics.

The LUPS lottery consistently raises in the region of £1,200 each year. Our online fundraising platform is Virgin Money Giving.

Reserves policy

The Charity holds no investments so its reserves are made up of cash balances held from time to time. These balances are utilised in the furtherance of the objectives of the Charity and to de-risk the next financial year's availability. The reserves at the year end were £93,552 (2020: £99,020).

Future plans

The Trustees are satisfied that the Charity will generate sufficient income to allow them to undertake projects in the future in accordance with the aims of the governing document.

Risk management

The Trustees have no formal risk management strategy. However in the opinion of the Trustees, by reviewing the underlying accounting records regularly any risks identified by them can be mitigated to an acceptable level.

Statement of Trustees' responsibilities

The Trustees are responsible for preparing the Trustees Annual Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

The law applicable to Charities in England and Wales requires the Trustees to prepare financial statements for each financial year which give a true and fair view of the state of the affairs of the Charity and of the incoming resources and application of resources, including income and expenditure, of the Charity for that period. In preparing the financial statements the Trustees are required to:

- a. select suitable accounting policies and apply them consistently;
- b. observe methods and principles in the Charities SORP;
- c. make judgements and estimates that are reasonable and prudent;
- d. state whether applicable accounting standards and statements of recommended practice have been followed, subject to any departures disclosed and explained in the financial statements; and
- e. prepare the financial statements on a going concern basis unless it is inappropriate to assume that the Charity will continue in business.

LET US PLAY SCHEME

REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 MARCH 2021 (CONTINUED)

The Trustees are responsible for keeping proper accounting records that disclose with reasonable accuracy at any time the financial position of the Charity and to enable them to ensure that the financial statements comply with the Charities Act 2011, the applicable Charities (Accounts and Reports) Regulations, and the provisions of the Trust deed. They are also responsible for safeguarding the assets of the charity and taking reasonable steps for the prevention and detection of fraud and other irregularities.

The Trustees are responsible for the maintenance and integrity of the corporate and financial information included on the charity's website.

Approval

This report was approved by the Trustees on 27/8/21 and signed on their behalf by:



Juliet Gerard
Trustee

LET US PLAY SCHEME

REPORT OF THE INDEPENDENT EXAMINERS TO THE TRUSTEES OF LET US PLAY SCHEME

We report on the Charity's accounts for the year ended 31 March 2021 which are set out on pages 8 to 11.

Respective responsibilities of Trustees and examiner

The Trustees are responsible for the preparation of the accounts. The Trustees consider that an audit is not required for this year under section 144 of the Charities Act 2011 (the Charities Act) and that an independent examination is needed.

Having been satisfied that the Charity is not subject to an audit under Charity law and is eligible for Independent Examination, it is our responsibility to:

- examine the accounts (under section 145 of the Charities Act);
- to follow the procedures laid down in the General Directions given by the Charity Commissioners (under section 145(5)(b) of the 2011 Act); and
- to state whether particular matters have come to our attention.

Basis of Independent Examiners Report

Our examination was carried out in accordance with the General Directions given by the Charity Commissioners. An examination includes a review of the accounting records kept by the Charity and comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, 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 accounts present a true and fair view and the report is limited to those matters set out in the statement below.

Independent Examiners Statement

In connection with our examination, no matter has come to our attention:

- (1) which gives us reasonable cause to believe that in any material respect the requirements
- * to keep accounting records in accordance with section 130 of the 2011 Act; and
 - * to prepare accounts which accord with the accounting records and comply with the accounting requirements of the 2011 Act; have not been met; or
 - * the accounts do not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair view' which is not a matter considered as part of an independent examination.
- (2) to which, in our opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Murrills House
48 East Street
Portchester
Fareham
PO16 9XS

Date: 27 August 2021


Stephen Walter FCA

For and on behalf of Casson Beckman
Chartered Accountants

STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDED 31 MARCH 2021

	Note	2021 £	2020 £
INCOME			
Income from charitable activities			
Parental contributions		5,861	5,307
Grants received		34,792	72,388
Donations			
General donations		3,323	3,937
Lottery donations		2,624	2,997
Bank Interest Received			
		1	8
Total Incoming Resources		<u>46,601</u>	<u>84,637</u>
EXPENDITURE			
Charitable activities			
Playscheme costs	2	44,034	54,772
Support costs	3	8,035	8,059
Total Resources Expended		<u>52,069</u>	<u>62,831</u>
Net movements in funds		(5,468)	21,806
Reconciliation of funds			
Fund balances brought forward at 1 April		99,020	77,214
Fund balances carried forward at 31 March		<u><u>93,552</u></u>	<u><u>99,020</u></u>

All incoming and outgoing resources derive from continuing activities during the period.

There are no recognised gains or losses other than those dealt with in the Statement of Financial Activities.

The notes to the financial statements provide information on movements in the Charity's funds during the year.

LET US PLAY SCHEME

BALANCE SHEET AS AT 31 MARCH 2021

		Note	2021 £	2020 £
CURRENT ASSETS				
Cash at bank and in hand	H1	4	93,552	99,020
			<hr/>	<hr/>
			93,552	99,020
			<hr/>	<hr/>
NET CURRENT ASSETS			93,552	99,020
			<hr/>	<hr/>
NET ASSETS			93,552	99,020
			<hr/>	<hr/>
THE FUNDS OF THE CHARITY				
Unrestricted funds		6	93,552	99,020
			<hr/>	<hr/>
TOTAL CHARITY FUNDS			93,552	99,020
			<hr/>	<hr/>

The notes at pages 10 to 11 form part of these accounts.

Approved by the Board for issue on 27 Aug 2021 by:


 J Gerard
 Trustee & Chairperson

LET US PLAY SCHEME

NOTES TO THE ACCOUNTS FOR YEAR ENDED 31 MARCH 2021

We report on the Charity's accounts for the year ended 31 March 2021 which are set out on pages 8 to 11.

1 PRINCIPAL ACCOUNTING POLICIES

1.1 BASIS OF PREPARATION

The financial statements have been prepared under the historical cost convention in accordance with the Statement of Recommended Practice (SORP), "Accounting and Reporting by Charities" preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS102) and the Charities Act 2011.

The Charity has taken advantage of the exemption in Financial Reporting Standard 1 from the requirement to produce a cash flow statement on the grounds that it qualifies as a small Charity.

The charity constitutes a public benefit entity as defined by FRS102.

In preparing the accounts, the trustees have considered whether in applying the accounting policies under FRS102 and the Charities SORP FRS102 a restatement of comparative items was needed. No restatements were required.

The presentation currency of the financial statements is the Pound Sterling (£).

1.2 FUND ACCOUNTING

Unrestricted funds comprise those funds which the Trustees are free to use for any purpose in the furtherance of the charitable objectives. There are no designated or restricted funds.

1.3 INCOME

Charitable activities

All incoming resources are recognised once the Charity has entitlement to the resources, it is certain that the resources will be received and the monetary value of incoming resources can be measured with sufficient reliability.

Grants

Grants are credited to deferred revenue. Grants towards capital expenditure are released to the statement of financial activities over the expected useful life of the assets. Grants towards revenue expenditure are released to the statement of financial activities as the related expenditure is incurred.

1.4 EXPENDITURE

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.

The average monthly number of employees during the year was 66 (2020- 80)

Support costs

Support costs comprise all costs involving the public accountability of the charity and its compliance with regulation and good practice. These costs include costs related to accountancy fees together with overhead and support costs.

Charitable activities

Costs of charitable activities include teaching and project fees together with other costs directly associated with the charitable objectives of the Charity.

LET US PLAY SCHEME

NOTES TO THE ACCOUNTS FOR YEAR ENDED 31 MARCH 2021

2	ANALYSIS OF CHARITABLE EXPENDITURE	2021	2020
		£	£
	Activities and workshops	140	210
	Wages and salaries	33,341	47,818
	Pensions	-	-
	Materials and equipment	10,553	6,744
		<u>44,034</u>	<u>54,772</u>
3	SUPPORT COSTS	2021	2020
		£	£
	Training	2,198	3,822
	Lottery Prizes	758	1,268
	Insurance	1,000	935
	Accountancy fees	1,450	2,034
	PPE and staff uniform	2,629	-
		<u>8,035</u>	<u>8,059</u>
4	CASH AT BANK AND IN HAND	2021	2020
		£	£
	Bank current account	<u>93,552</u>	<u>99,020</u>
5	UNRESTRICTED FUNDS	2021	2020
		£	£
	Balance at 1 April	99,020	77,214
	Net movement in funds	(5,468)	21,806
		<u>93,552</u>	<u>99,020</u>
6	TRUSTEES EXPENSES		
	No trustees expenses have been incurred.		