



**MALAGO PLAY ASSOCIATION LIMITED**  
**TRUSTEES REPORT**

**YEAR ENDED 30 JUNE 2023**

Charity Number 1106744

Company Number 4473436

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## Company Information

### Trading as

Malago Play Association Limited is known by the name 'Moose Playscheme' or 'Moose Club' by its community.

### Trustees

The directors of the charitable company ("the charity") are its trustees for the purpose of the charity law and throughout this report are collectively referred to as the trustees. The trustees who served during the year and since the year are as follows:

Dr Z Bell (Chair)  
Miss L Mills (Secretary)  
Mrs S Randow (Treasurer)  
Mr J Jordan  
Mr T Drew  
Mrs J Purslow  
Mr C Bonura  
Mrs C Granville  
Mr A James

### Registered office

Responsible body/registered person address: (MPA Ltd)  
Scrapstore House, 21 Sevier St, Bristol BS2 9LB

### Independent Examiner

Linden Accountants  
21 Sevier Street  
St Werburghs  
Bristol  
BS2 9LB

### Bankers

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

Unity Trust Bank plc,  
Four Brindleyplace,  
Birmingham, B1 2JB

CCLA  
Senator House  
85 Queen Victoria Street  
London  
EC4V 4ET

**Charity Registration number:** 1106744

**Company Registration number:** 4473436

## Annual report of the Trustees

### Structure, Governance and Management

The organisation is a charitable company, limited by guarantee. It was incorporated on 29 June 2002.

### Our Aims and Objectives

Our aim is to ensure that Moose Playscheme provides excellent out-of-school care (after school and during the school holidays) for 4 to 11-year-olds. We aim to provide the necessary facilities for the daily care, recreation, and education of children during out of school hours and school holidays. We aim to provide a wide range of fun and interesting activities, ensuring each individual child's time in the club is safe, happy, and productive.

In order to continually improve the service that Moose Playscheme provides to the community, the directors and Moose staff receive support, guidance and regular training from BAND (Bristol Association for Neighbourhood Daycare Ltd).

### Key Objectives

Our main objectives for the year were:

- Review the current provision with iPAL in relation to its updates to facilitate bookings and payments
- Review staffing structures linked to expansion based on increased need for childcare in the community
- Continue to build secure relationships with Victoria Park Primary School (VPPS) and St Mary Redcliffe Primary School (SMRP) and enter into a rental agreement with VPPS
- Continue to work with BAND to ensure a successful Ofsted inspection.

We are pleased to confirm that Moose continues to thrive in its new setting at Victoria Park Primary School. We have been able to continue to provide high quality after school childcare for the community, including holiday provision, and have met the objectives set for the year.

We have seen the numbers of families joining the scheme increase substantially, especially within the early years, which reflects the changing dynamics of the local area. The move to 'Magic Booking' for our bookings management system successfully allowed parents to book more flexibly for up to two terms in advance and to facilitate payment plans offering more control for parents with respect to budgeting.

At times, we have had to run a waiting list, despite one of our feeder schools (SMRP) beginning to provide after-school care run by external providers, to help support the demand in the local area for wraparound care. The demand in the community is growing for wraparound care, and we are now looking to work with the Headmaster of VPPS to plan to increase capacity moving forwards to meet this demand.

We are pleased to report that the Playscheme has rebuilt financial reserves lost during the COVID-19 pandemic. As such, we have now entered into a rental agreement with VPPS after a trial period in which no rent was charged.

We continue to be especially grateful for the support that VPPS have provided over the year, they continue to support our position in the community enabling us to offer additional facilities for the children to use to enhance their range of experiences at the club both in and out of term time. As we continue to navigate our path working together using the Community room and surrounding spaces such as the Art room and the playgrounds (as they are often in use by the school and the Scouting group too), we realise that solid communications are a key foundation to success.

Staff wellbeing has continued to be a key focus this year. We recognise that the staff felt quite stressed at times, particularly S Sheppard, simply due to how busy the team were embedding new practices in the school environment. With the ever-growing demand for childcare in the community, parents were at times frustrated if they were unable to book the sessions required as soon as the bookings went live. To look to meet the increased demand, we have been successful in appointing new team members to help expand and enhance our provision.

We ended the year with an inspection from Ofsted that focussed on our early years provision, we were thrilled at the report and would like to share some of the comments from the report that encompass our ethos and how hard we have worked to re-establish Moose at our new site:

*‘Children are highly engrossed in the activities and resources. Staff offer children choices and follow their interests during the sessions. For example, they ask children what they would like to do outside and help children to collect the resources needed. Staff place a high priority on providing activities children will enjoy.’*

*‘Staff know the children well. They select specific activities and resources that follow the children's interests. They continue children's learning from the work they have been doing in schools. For example, staff support younger children to write their names and play number games. They offer forest school activities which children have been enjoying in school.’*

*‘Leaders and staff have high aspirations for the club. They use regular supervisions and weekly staff meetings to reflect on what is going well and what they feel could be improved. Consequently, the club is continually improving. They select training that directly benefits the children who attend. For example, staff use sign language training to support young children with speech and language delays.’*

*‘Staff celebrate the cultures of the children who attend the setting. They also introduce new cultures to children through themed activities. Staff are good role models and are kind and respectful to adults and children. Children show respect for others and are prepared for life in modern Britain.’*

In addition to this feedback from Ofsted and parental survey's our new objectives for the forthcoming year:

1. Develop staffing structures linked to expansion based on increased need for childcare in the community in collaboration with VPPS
2. Work with VPPS to enhance the Community room facilities
3. Review the impact on demand of SMRP's future plans for opening an after school and holiday club provision in the community
4. Improve the profitability of our holiday club offerings to make the provision more sustainable
5. Improve collaborative ways of working and the information systems used between the Playleaders and Director team

### **Staff**

The Playscheme will continue to evaluate its staffing requirements and identify and facilitate any training needs. Play workers have opportunities to develop their ongoing professional development and are encouraged to attend courses to suit their personal interests.

### **Policies and Practices**

All our policies and practices are subject to an annual review and with the move to the new premises were amended to bring them in line with legislation and/or address issues that arise out of our incident review process.

### **Acknowledgments**

We must begin by thanking all the staff and volunteers for all their help and support during the year. In particular, we are immensely grateful to the Moose staff, led by S Sheppard. We are proud to see Moose continue to thrive under her leadership.

We are appreciative of the high levels of professionalism and commitment to professional development that the team have shown this year evidenced by parental feedback in survey and of course, in our very recent Ofsted inspection.

We are also exceptionally grateful to N Bailey and his team who have worked with us over the year to enhance the position of Moose in the community at Victoria Park School. We strive to continue to build a close working relationship with the school and support them where we can and look forward to continuing to work with N Bailey and his team further.

We continue to find working with Linden Accountants very productive and value all guidance given by A Owen and associates. With their support and the input of our Treasurer S Randow, we have good visibility of our financial position which will enable us to work with VPPS to enhance the building's infrastructure.

Although now a visible reduction in the number of students attending after school sessions from SMRP, we remain grateful for the support provided by the leadership team at St. Mary Redcliffe, as they continue to support facilitating the use of the Learning Support Assistants to supervise the after-school transfer of students to the new site to maintain efficient ratios of staff.

We are very grateful for the continued guidance that BAND offer us, in particular from E Male our support worker. We are very appreciative for her support, guidance and professionalism and acknowledge the continuing support she has given in relation to working with S Sheppard carrying out monitoring visits and supporting the playscheme ready for inspection.

We would also like to thank our parents who have continued to support Moose, and as such we are now looking to expand our provision to support the community further, and with this, the opportunity to bring in new directors to move the Playscheme into the next phase of its ongoing development.

In conclusion, we consider this has been a hugely positive year and we are confident that Moose Playscheme will continue to provide high quality out of school care for our community.

## **Reserves Policy and Risk Management**

The trustees recognise the need to keep reserves at a level which will give the organisation stability to enable it to continue to operate in the future. The actual level of reserves will be periodically reviewed. The trustees have examined the major risks to which the charity is exposed, and systems will continue to be established to mitigate those risks.

## Annual report of the Chair

I must begin by thanking all the staff and volunteers for all their help and support during the year; without whom Moose Playscheme would not be possible. I am proud to see Moose fully operational, running both after school and holiday care and numbers on role significantly increasing.

We are all very proud to have worked together with the support of BAND, St Mary Redcliffe Primary School and Victoria Park Primary School and we are also very grateful for the time and resources N Bailey and his team have provided Moose and look forward to strengthening this relationship further for the good of the community.

I am very proud to work with an excellent team of directors who all bring different viewpoints and skills to the team which has really helped to move the Playscheme forwards, we recognise that the stability of this team has been instrumental in its success to date.

I am also so pleased to have the continued support and guidance from E Male from BAND and am grateful for all the support guidance she gives both the directors team and S Sheppard. S Sheppard continues to be the backbone that Moose is built upon and we are all exceptionally proud of the work she does with her team to make Moose the success it is.

I finish with a few quotes from our parental feedback survey that highlight how important our role in the community continues to be:

*'We really appreciate you providing this provision as there is no other after school club that is available during the times we need, and it would really impact my work/my job without it.'*

*'We really appreciate everything Moose does. It really fills a need in terms of childcare arrangements, and it is a fun and safe environment for them to play in.'*

Dr Z Bell  
Chairperson



## Independent Examiners report

### INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF MALAGO PLAY ASSOCIATION LIMITED

I report to the charity's trustees on my examination of the accounts of Malago Play Association Limited for the period ended 30 June 2023.

#### Responsibilities and basis of report

As the charity's trustees of the Company (and also its directors for the purposes of company law) you are responsible for the preparation of the accounts in accordance with the requirements of the Companies Act 2006 ('the 2006 Act').

Having satisfied myself that the accounts of the Company are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of your charity's accounts as carried out under section 145 of the Charities Act 2011 ('the 2011 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.

#### 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:

1. accounting records were not kept in respect of the Company as required by section 386 of the 2006 Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the accounting requirements of section 396 of the 2006 Act 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; or
4. the accounts have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities [applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)].

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.

Steven Baptiste ACPA

Linden Accountants, Scrapstore House, 21 Sevier Street, St Werburghs, Bristol, BS2 9LB



Steven Baptiste

Date .....26<sup>th</sup> March 2023.....

# MALAGO PLAY ASSOCIATION LIMITED

## STATEMENT OF FINANCIAL ACTIVITIES (Including Income and Expenditure Account)

YEAR ENDED 30TH JUNE 2023

		Unrestricted Funds	Restricted Funds	Total Funds 2023	Total Funds 2022
	Note	£	£	£	£
<b>Incoming resources</b>					
<i>Income from charitable activities</i>	2	101,435	0	101,435	100,002
<i>Other income</i>		442	0	442	27
<b>Total income and endowments</b>		<u>101,877</u>	<u>0</u>	<u>101,877</u>	<u>100,029</u>
<b>Resources expended</b>					
<i>Costs of generating funds</i>		0	0	0	0
<i>Expenditure on charitable activities</i>	3	87,141	0	87,141	61,667
<b>Total resources expended</b>		<u>87,141</u>	<u>0</u>	<u>87,141</u>	<u>61,667</u>
<b>Net income/(expenditure)</b>		14,736	0	14,736	38,362
Transfers between funds		0	0	0	0
<b>Net movement in funds</b>		<u>14,736</u>	<u>0</u>	<u>14,736</u>	<u>38,362</u>
<b>Total funds at 1st July 2022</b>	9	54,304	0	54,304	15,942
<b>Total funds at 30th June 2023</b>	10	<u>69,040</u>	<u>0</u>	<u>69,040</u>	<u>54,304</u>

All of the activities of the charity are classed as continuing

The notes on pages 12 to 17 form part of these financial statements

## Balance Sheet

**MALAGO PLAY ASSOCIATION LIMITED****BALANCE SHEET****YEAR ENDED 30TH JUNE 2023**

	Note	2023 £	2022 £
<b>Fixed assets</b>	<b>8</b>	1,103	611
<b>Current assets</b>			
Debtors and prepayments	<b>9</b>	1,733	4,595
Cash at bank and in hand		87,640	66,263
		<u>89,373</u>	<u>70,858</u>
<b>Creditors : Amounts falling due within one year</b>	<b>10</b>	<u>21,435</u>	<u>17,165</u>
Net current assets		67,937	53,693
<b>Net assets</b>		<u>69,040</u>	<u>54,304</u>
<b>Funds</b>			
Restricted funds		0	0
Unrestricted funds	<b>11</b>	<u>69,040</u>	<u>54,304</u>
		<u>69,040</u>	<u>54,304</u>

The directors are satisfied that the company is entitled to exemption from the provisions of the Companies Act 2006 (the Act) relating to the audit of the financial statements for the year by virtue of section 477, and that no member or members have requested an audit pursuant to section 476 of the Act.

The directors acknowledge their responsibilities for:

- (i) ensuring that the company keeps proper accounting records which comply with section 386 of the Act, and
- (ii) preparing financial statements which give a true and fair view of the state of affairs of the company as at the end of the financial year and of its profit or loss for the financial year in accordance with the requirements of section 396, and which otherwise comply with the requirements of the Act relating to financial statements, so far as applicable to the company.

These financial statements were approved by the trustees on 24/3/24 and are signed on their behalf by:



Dr Z R Bell  
Chair of Trustees

**The notes on pages 12 to 17 form part of these financial statements**

# MALAGO PLAY ASSOCIATION LIMITED

## NOTES TO THE FINANCIAL STATEMENTS

### YEAR ENDED 30TH JUNE 2023

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#### 1 Accounting policies

- a) The financial statements have been prepared under the historic cost convention. The financial statements have been prepared in accordance with the Statement of Recommended Practice: Accounting and Reporting by Charities (FRS 102 SORP) issued in July 2014, and applicable UK Accounting Standards and the Charities Act 2011.
- b) Income from donations/grants is included as income when these are receivable, except as follows:
  - i) When donors specify that donations given to the charity must be used in future accounting periods, the income is deferred until those periods.
  - ii) When donors impose conditions which have to be fulfilled before the charity becomes entitled to use such income, the income is deferred until the pre-condition have been met.
- c) Resources expended are recognised in the period in which they are incurred. Resources expended include attributable VAT which cannot be recovered.
- d) Most expenditure is directly attributable to specific activities, and have been included in those cost categories. Support cost have been allocated 100% towards the charitable activities of the charity.
- e) Rentals applicable to operating lease agreements where substantially all of the benefits and risks of ownership remain with the lessor are charged against profits on a straight-line basis over the period of the lease.
- f) Unrestricted funds can be used in accordance with the charitable objects at the discretion of the trustees.
- g) 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.
- h) Depreciation is calculated so as to write off the cost of an asset, less its estimated residual value, over the useful economic life of that asset as follows:

Office Equipment - 20% straight line

Fixtures & Fittings - 20% straight line

# MALAGO PLAY ASSOCIATION LIMITED

## NOTES TO THE FINANCIAL STATEMENTS

### YEAR ENDED 30TH JUNE 2023

#### 2 Income from Charitable activities

	Unrestricted Funds £	Restricted Funds £	Total Funds 2023 £	Total Funds 2022 £
Fees received	101,435	0	101,435	95,002
Grant income	0	0	0	5,000
Donations received	0	0	0	0
	<u>101,435</u>	<u>0</u>	<u>101,435</u>	<u>100,002</u>

#### 3 Expenditure on Charitable activities

	Unrestricted Funds £	Restricted Funds £	Total Funds 2023 £	Total Funds 2022 £
Consumables	3,886	0	3,886	2,339
Trips and activities	1,096	0	1,096	0
Salaries and wages	67,557	0	67,557	52,039

##### Support costs

Rent, light and heat	6,500	0	6,500	500
Postage	0	0	0	0
Office costs	643	0	643	756
Telephone & internet	169	0	169	230
Computers & software	1,146	0	1,146	575
Staff entertainment & training	358	0	358	205
Subscriptions	50	0	50	55
Small equipment	0	0	0	0
Bookkeeping and professional fees	478	0	478	(144)
Sundry expenses	0	0	0	0
Bank and card charges	1,628	0	1,628	2,333
Pension costs	1,428	0	1,428	843
Recruitment fees	15	0	15	5
Bad debt written off	0	0	0	238

##### Governance costs

Independent examination fees	660	0	660	660
Depreciation	723	0	723	349
Insurance	804	0	804	685
	<u>87,141</u>	<u>0</u>	<u>87,141</u>	<u>61,667</u>

# MALAGO PLAY ASSOCIATION LIMITED

## NOTES TO THE FINANCIAL STATEMENTS

### YEAR ENDED 30TH JUNE 2023

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#### 4 Staff costs and numbers

The aggregate payroll costs were:

	2023	2022
	£	£
Wages & salaries	67,557	52,039
	<u>67,557</u>	<u>52,039</u>

#### Particulars of employees:

The average number of staff employed by the charity during the financial year amounted to:

	£ No.
Project Staff	2
Support staff	4
	<u>6</u>

No employee received emoluments of more than £60,000.

#### 5 Taxation

The charity is exempt from corporation tax on its charitable activities.

#### 6 Trustees Remuneration

The charity trustees were not paid or received any other benefits from employment with the charity in the year (2022: £Nil).

The trustees were not reimbursed for travel expenses during the year (2022: £Nil).

No charity trustee received payment for professional or other services supplied to the charity (2022: £Nil).

#### 7 Related Parties

There were no related party transactions between the charity and the trustees or persons or entities connected to them during the year.

# MALAGO PLAY ASSOCIATION LIMITED

## NOTES TO THE FINANCIAL STATEMENTS

### YEAR ENDED 30TH JUNE 2023

#### 8 Tangible fixed assets

	Office Equipment £	Fixtures & Fittings £	Total £
<b>Cost</b>			
<i>At 1 July 2022</i>	1,040	190	1,230
Additions	518	696	1,214
Disposals	(947)	0	(947)
At 30 June 2023	611	886	1,497
<b>Depreciation</b>			
<i>At 1 July 2022</i>	580	38	619
Charge for the period	122	215	337
Disposals	(562)	0	(562)
At 30 June 2023	141	253	394
<b>Net book value</b>			
At 30 June 2023	470	633	1,103
At 30 June 2022	459	152	611

#### 9 Debtors

	2023 £	2022 £
Accrued income	0	0
Other debtors - MagicBooking unpaid balances	773	3,714
PAYE overpaid	259	0
Prepayments	701	881
	1,733	4,595

#### 10 Creditors: amounts falling due within one year

	2023 £	2022 £
Accruals	1,574	1,864
Accrued holiday pay	2,614	2,128
Aged Parental Deposits	782	0
Creditors	0	0
Sundry creditors (parent payments in advance)	16,465	13,173
	21,435	17,165

# MALAGO PLAY ASSOCIATION LIMITED

## NOTES TO THE FINANCIAL STATEMENTS

### YEAR ENDED 30TH JUNE 2023

#### 11 Movement in funds

	At 1st July 2022 £	Income £	Expenditure £	Transfers Prv year adj £	At 30th June 2023 £
<b>Restricted funds</b>					
	0	0	0	0	0
	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
<b>Unrestricted funds</b>					
General funds	54,304	101,877	(87,141)	0	69,040
	<u>54,304</u>	<u>101,877</u>	<u>(87,141)</u>	<u>0</u>	<u>69,040</u>
<b>Total funds</b>	<u>54,304</u>	<u>101,877</u>	<u>(87,141)</u>	<u>0</u>	<u>69,040</u>

#### Movement in funds - Prior Year

	At 1st July 2021 £	Income £	Expenditure £	Transfers Prv year adj £	At 30th June 2022 £
<b>Restricted funds</b>					
Quartet Community Foundation	0	5,000	(5,000)	0	0
	<u>0</u>	<u>5,000</u>	<u>(5,000)</u>	<u>0</u>	<u>0</u>
<b>Unrestricted funds</b>					
General funds	15,942	95,029	(56,667)	0	54,304
	<u>15,942</u>	<u>95,029</u>	<u>(56,667)</u>	<u>0</u>	<u>54,304</u>
<b>Total funds</b>	<u>15,942</u>	<u>100,029</u>	<u>(61,667)</u>	<u>0</u>	<u>54,304</u>

#### Grant Fund Descriptions

Quartet Community Foundation - This Express Grant award supported the operational costs of the play scheme after significant Covid-19 pandemic related pressures. This enabled the Directors to deliver a rescue plan, transition to a new business model and re-establish the scheme on a solid financial footing.



# MALAGO PLAY ASSOCIATION LIMITED

## NOTES TO THE FINANCIAL STATEMENTS

YEAR ENDED 30TH JUNE 2023

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### 12 Analysis of net assets between funds

	<b>Tangible Fixed assets £</b>	<b>Other Net assets £</b>	<b>Total £</b>
<b>Restricted funds</b>			
	0	0	0
<b>Unrestricted funds</b>			
General funds	1,103	67,937	69,040
	<u>1,103</u>	<u>67,937</u>	<u>69,040</u>

### 13 Company limited by guarantee

The company is limited by guarantee and as such has no issued share capital. In the event of the company being wound up the liability of the members is limited to £1 each.