

South Leicestershire Mobile Toy Library
(Registered charity, number 1119837)
Financial statements
for the year ended 31 March 2021

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**South Leicestershire Mobile Toy Library
Trustees' annual report
for the year ended 31 March 2021**

Full name South Leicestershire Mobile Toy Library

Registered charity number 1119837

Principal address

Office 3, Snapethorpe House, Rugby Road, Lutterworth, LE17 4HN

Trustees

Mr Chris Wood, Chair

Ms Maria Lee, Secretary

Mr Michael Dennehy

Mr Rob Wakefield

Ms Judith Waddington

Ms Karen McMahon, from 12/03/21

Ms Stella Renwick, until 23/07/20

Ms Jessica Buckley, until 16/11/20

Independent examiner

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

Governance and management

We are governed by our Constitution which was adopted on 6th March 2007. We are a charitable organisation with a Board of Trustees. Trustees are appointed or reappointed annually at the Annual General Meeting.

It is the responsibility of the trustees to ensure our policies and procedures are up to date. Currently we have the following policies in place:

- Safeguarding Children Policy and Procedure;
- Equality, Fairness and Diversity Policy;
- Health and Safety Policy;
- Grievance Procedure;
- Disciplinary Procedure;
- Sickness Absence Policy;
- Financial Reserves Policy;
- Trustee Recruitment Policy.

Methods Adopted for Recruitment of Trustees:

A Trustee Recruitment procedure has been agreed and established. Trustee positions are advertised on the REACH platform. Interested or targeted individuals begin by submitting a CV, and then an informal discussion with the Chair and Co-ordinator is arranged where further information is given to the prospective trustee. Next is guest attendance at the next Board meeting, after which, should both the prospective trustee wish to continue with their application, and the full Board are happy to accept the prospective trustee, a conditional offer is made, pending satisfactory DBS check and two references.

South Leicestershire Mobile Toy Library

Objectives and activities

We are an independent Registered Charity operating across rural South Leicestershire for the benefit of children with disabilities and development delay and their families in order to improve their access to quality toys and equipment to support their development.

We supply toys and equipment specifically to meet the needs of very young children who have a developmental delay or disability. These are delivered to both play settings and family homes throughout the Harborough District on a monthly lending cycle, using our branded van to deliver to all locations, many of which are remote, rural locations.

Families can receive help in choosing the right toys, activities or play equipment for their child from the Co-ordinator, and can book on-line, by email or by telephone.

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

All our services for children and families are delivered free of charge to them and we have established an outcomes framework to explain the benefits of our projects and services. We also maintain monitoring processes for recording outcomes, providing evidence of how we recognise when these benefits have been achieved.

Summary of the main achievements during the period

As is to be expected, this year has been a difficult one for the toy library with Covid-19 restrictions impacting on service delivery. During the first lockdown toy deliveries unfortunately had to be paused, deliveries recommenced in May but had to be stopped again in November when tighter restrictions were reintroduced.

Despite this interruption of service, membership has remained constant with members extending from Market Harborough to Broughton Astley and as far north as Tilton on the Hill and Thurnby. Membership is now open to families in the Borough of Oadby and Wigston but numbers still remain low in these areas, so as soon as we are able, there will be a strong focus on increasing awareness in these areas both with referring agencies and through general publicity.

We continue to have an excellent referring relationship with Home-Start South Leicestershire and some good links have already been made with Menphys, the Children and Family Wellbeing Service (Leicestershire County Council), Spectrum Market Harborough, Menphys Nursery and the Portage service so it is important that we build on these relationships over the next year. During

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this year we have also been working with a local digital marketing company to develop a new website that will provide members with a much more up to

date, secure and user friendly experience and will be a great tool for publicising the Toy Library.

Financial Review

We are currently in the second year of a three year grant from BBC Children in Need so our financial position is secure. Due to the restrictions on service delivery our expenditure has been lower than normal with the majority of costs spent on Co-ordinator salary and expenses for running the charity from a home office, and the running costs of the van, including all insurances. Because of this we are expecting an underspend on our BBC CIN grant at the end of this year. We have carried an underspend over from year 1 and this has paid for the cost of the new website and some new toys. Our reserves are also in a healthy position as we currently hold more than 6 months running costs which is above our target position.

The charity's policy on reserves

The charity has adopted a specific policy in relation to reserves. We run the organisation with the aim of retaining 6 months of reserves to meet unexpected costs such as van breakdown or the need for a replacement, or loss of funding income. This is reviewed every 3 years.

Additional Information:

We are grateful to our volunteers who help to maintain the toys, support the Co-ordinator with her delivery rounds, and to the time donated by the Trustees to manage the governance of the charity and provide supervision to the Co-ordinator. We are also very pleased to welcome a new trustee to the organisation who brings with her a wealth of expertise, experience and enthusiasm.

Signed on behalf of the charity's trustees:

Signed _____ Date _____
C Wood, Trustee

**Independent examiner's report to the trustees of
South Leicestershire Mobile Toy Library
for the year ended 31 March 2021**

I report to the trustees on my examination of the accounts of South Leicestershire Mobile Toy Library (the charity) for the year ended 31 March 2021.

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 _____

John O'Brien MSc, FCCA, FCIE

Employee of Community Accounting Plus

South Leicestershire Mobile Toy Library
Receipts & payments account
for the year ended 31 March 2021

2020				2021	
Total			Unrestricted	Restricted	Total
Funds			Funds	Funds	Funds
£	Note		£	£	£
Receipts					
16601	Grants & donations	2	6772	29043	35815
20	Sundry receipts		-	-	-
16621	Total receipts		6772	29043	35815
Payments					
72	Bank charges		-	77	77
1800	Employee home office allowance		-	1800	1800
722	Equipment & repairs		-	56	56
438	Insurance		-	438	438
460	Legal & professional fees		-	625	625
241	Marketing & website		-	2693	2693
269	Payroll services		-	403	403
128	Printing & stationery		-	279	279
142	Staff training		-	-	-
2535	Storage		-	2460	2460
-	Sundry expenses		-	140	140
15	Telephone, internet & postage		-	-	-
1642	Vehicle expenses		-	1608	1608
15135	Wages, NI & pension		-	15516	15516
327	Travel expenses		-	35	35
23926	Total payments		-	26130	26130
(7305)	Net receipts/(payments)		6772	2913	9685
25261	Cash funds at start of this period		12745	5211	17956
17956	Cash funds at end of this period		19517	8124	27641

South Leicestershire Mobile Toy Library
Statement of assets and liabilities
at 31 March 2021

<i>2020</i>			<i>2021</i>
£		Note	£
<u>17956</u>	Cash assets		
<u>17956</u>	Bank accounts		<u>27641</u>
			<u>27641</u>
	Other monetary assets		
<u>839</u>	Debtors	4	<u>1483</u>
<u>839</u>			<u>1483</u>
	Assets retained for the charity's own use		
	General equipment.		
	Liabilities		
<u>(836)</u>	Creditors	5	<u>(538)</u>
<u>(836)</u>			<u>(538)</u>

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

Signed _____ Dated _____
M Lee, Trustee

South Leicestershire Mobile Toy Library
Notes to the accounts
for the year ended 31 March 2021

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 £
BBC Children in Need	-	24043	24043
Henry Smith Charity	-	5000	5000
HMRC JRS	5463	-	5463
Florence Turner Trust	1000	-	1000
Sundry donations	309	-	309
	6772	29043	35815

3. Funds analysis

	Opening balance £	Receipts (Payments) £		Closing balance £
Restricted funds				
BBC Children in Need	1253	24043	(23130)	2166
Henry Smith Charity	3958	5000	(3000)	5958
	5211	29043	(26130)	8124
Unrestricted funds				
General fund	12745	6772	-	19517
	12745	6772	-	19517

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

Henry Smith Charity and BBC Children in Need are all contributions towards the costs of delivering the Toy Library service.

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4. Debtors

	£
Grants - HMRC JRS	639
Pension - refund of opt-out	37
Prepayment: Insurance	161
Prepayment: Vehicle expenses	646
	<u>1483</u>

5. Creditors

	£
Independent examination fee	450
Wages, NI & pensions (HMRC)	88
	<u>538</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.

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.