

**South Leicestershire Mobile Toy Library**  
(Registered charity, number 1119837)  
**Financial statements**  
**for the year ended 31 March 2022**

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**South Leicestershire Mobile Toy Library  
Trustees' annual report  
for the year ended 31 March 2022**

**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 Rob Wakefield  
Ms Karen McMahon

Mr Christopher Pillar, from 03/12/2021  
Ms Judith Waddington, until 03/12/2021  
Mr Michael Dennehy, until 01/04/2022

**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 6<sup>th</sup> 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 and Oadby and Wigston Borough 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**

We started this year in lockdown again, so unfortunately were not able to make any toy deliveries until after the Easter break, but have fortunately continued to have uninterrupted deliveries since then. During the period of lockdown we launched our new website, giving members the opportunity to explore it in their own time. We have had a few teething problems but generally the feedback has been really positive. It has been brought up to date, with a better layout, improved images, better security and accessibility and the option to order directly through the website. This has increased traffic to the site and we have started to receive regular self-referrals through the website which has been fantastic, as it is helping us to reach more families that are in need and can benefit from using the toy library.

We continue to have a good referring relationship with Home-Start South Leicestershire and are also now receiving regular referrals from the Portage service and the Early Years Inclusion Team. Membership numbers have remained constant, with members extending from Market Harborough to Broughton Astley and Oadby and Wigston and extending as far north as Tilton on the Hill.

We have successfully recruited two new members to the Trustee board this year, and would like to offer them a warm welcome. Karen McMahon has taken on the

## South Leicestershire Mobile Toy Library

positions of Secretary and Safeguarding lead and Chris Pillar who has taken over from Judith Waddington as Treasurer. We would also like to thank Maria Lee who has stepped down as Secretary but remains as a Trustee and Mike Dennehey who has retired from the Trustee board after many years of supporting the Toy Library.

### Financial Review

We are currently in the third and final year of a three year grant from BBC Children in Need. The funding will end in December 2022, and although our bank balance is healthy we will need to start fundraising to secure the future of the organisation later this year. 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. The Co-ordinator is currently working on a fundraising plan that will be implemented as the year progresses, with aim of having some additional funding secured by the end of 2022.

### The charity's policy on reserves

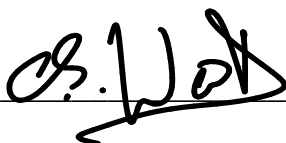
The charity has adopted a specific policy in relation to reserves. We run the organisation with the aim of retaining 6 months of reserves to meet unexpected costs such as van breakdown or the need for a replacement, or loss of funding income. This is reviewed every 3 years.

### 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.

Signed on behalf of the charity's trustees:

Signed \_\_\_\_\_  
C Wood, Trustee



Date 16/10/22

**Independent examiner's report to the trustees of  
South Leicestershire Mobile Toy Library  
for the year ended 31 March 2022**

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 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 19/08/2022  
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 2022**

2021				2022	
Total		Unrestricted	Restricted	Total	
Funds		Funds	Funds	Funds	
£	Note	£	£	£	
Receipts					
35815	Grants & donations	2	972	25787	26759
-	Sundry receipts		6	-	6
35815	Total receipts		978	25787	26765
Payments					
77	Bank charges		-	72	72
1800	Employee home office allowance		-	1800	1800
56	Equipment & repairs		-	1054	1054
438	Insurance		-	474	474
625	Legal & professional fees		-	476	476
2693	Marketing & website		-	113	113
403	Payroll services		-	283	283
279	Printing & stationery		-	905	905
2460	Storage		-	2460	2460
140	Sundry expenses		-	17	17
-	Telephone, internet & postage		-	18	18
1608	Vehicle expenses		-	2186	2186
15516	Wages, NI & pension		-	16479	16479
35	Travel expenses		-	335	335
26130	Total payments		-	26672	26672
9685	Net receipts/(payments)		978	(885)	93
17956	Cash funds at start of this period		19517	8124	27641
27641	Cash funds at end of this period		20495	7239	27734

**South Leicestershire Mobile Toy Library**  
**Statement of assets and liabilities**  
**at 31 March 2022**

<i>2021</i>			<i>2022</i>
£	<b>Cash assets</b>	Note	£
27641	Bank accounts		27734
<u>27641</u>			<u>27734</u>
	<b>Other monetary assets</b>		
1483	Debtors	4	2241
<u>1483</u>			<u>2241</u>
	<b>Assets retained for the charity's own use</b>		
	General equipment.		
	<b>Liabilities</b>		
(538)	Creditors	5	(492)
<u>(538)</u>			<u>(492)</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 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 £
BBC Children in Need	-	25787	25787
HMRC JRS	639	-	639
Sundry donations	333	-	333
	<u>972</u>	<u>25787</u>	<u>26759</u>

**3. Funds analysis**

	Opening balance £	Receipts (Payments) £                  £		Closing balance £
<b>Restricted funds</b>				
BBC Children in Need	2166	25787	(20714)	7239
Henry Smith Charity	5958	-	(5958)	-
	<u>8124</u>	<u>25787</u>	<u>(26672)</u>	<u>7239</u>
<b>Unrestricted funds</b>				
General fund	19517	978	-	20495
	<u>19517</u>	<u>978</u>	<u>-</u>	<u>20495</u>

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.



## South Leicestershire Mobile Toy Library

### 4. Debtors

	£
HMRC	1430
Prepayment: Insurance	174
Prepayment: Marketing & website	67
Prepayment: Vehicle expenses	570
	<u>2241</u>

### 5. Creditors

	£
Independent examination fee	456
Payroll services	36
	<u>492</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.