

THE CHANCTONBURY COMMUNITY PLAY SCHEME CIO

England & Wales · Charity number 1158377

Details

Status Registered

Legal form CIO

Registered 2014-08-28

Register [View on the Charity Commission register](#)

Contact

Address 38 Offington Gardens
Worthing
West Sussex
BN14 9AU

Phone 07990595343

Email ccpschairperson@gmail.com

Website <https://www.facebook.com/ccpsplayscheme/>

Activities

Objects: To relieve and advance the education of children with additional needs who have in place an existing Education Health Care Plan in the Areas of Benefit, in particular by bringing such children into closer association with their non-disabled peers and by the provision of safe and satisfying group play in which parents have the right to take part. "Areas of Benefit" shall mean the areas of Arun District Council, Worthing Borough Council, Adur District Council and Horsham District Council.

Activities: THE CHARITY IS ESTABLISHED AS A PLAYScheme WITH A DIFFERENCE, FOR THE BENEFIT OF CHILDREN WITH ADDITIONAL NEEDS WHO HAVE AN EHCP AND ARE BETWEEN THE AGES OF 5 AND 18 YEARS. IT HAS AN 'OPEN DOOR' POLICY WHEREBY NO CHILD, HOWEVER SERIOUS THEIR NEED, IS EVER REFUSED. THE CHARITY PROVIDES STIMULATING AND NEW EXPERIENCES FOR THE CHILDREN FOR THREE WEEKS IN THE SUMMER HOLIDAYS EACH YEAR.

Classification

- **How:** Provides Services
- **What:** General Charitable Purposes, Disability, Recreation, Other Charitable Purposes
- **Who:** Children/young People, People With Disabilities

Geography

- West Sussex

Finances

Period end	Income	Expenditure	Assets	Employees
2024-12-31	£48,500	£47,936	-	-
2023-12-31	£56,125	£39,662	-	-
2022-12-31	£33,309	£24,499	-	-
2021-12-31	£4,563	£5,582	-	-
2020-12-31	£4,109	£7,781	-	-

Trustees

Name	Role	Appointed
CHRISTOPHER WOODCOCK	Chair	2014-01-31
ANN JOHNSON MBE		2014-01-31
Amelia Grace Mackness		2025-08-30
Hannah Friend		2026-01-21
KEITH WOODCOCK		2014-01-31
Lara Cloake		2022-10-26
Liam Spinks		2022-10-26
Paul Halliwell		2024-01-25
Polly Herron		2024-01-25
Sarah Hoddy		2022-09-19
Sarah Prince-Beldam		2015-05-11
Victoria Woodcock		2025-02-06
Wendy Butcher		2026-01-21

THE CHANCTONBURY COMMUNITY PLAY SCHEME CIO

England & Wales - Charity number 1158377

Accounts

THE CHANCTONBURY COMMUNITY PLAYSCHHEME CIO

Charity no. 1158377

Independent Examiner's report to the Trustees

I report to the Trustees on my examination of the accounts of The Chanctonbury Community Playscheme CIO ("the Charity") for the year ended 31st December 2024.

Responsibilities and basis of report

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

It is my responsibility to report in respect of my examination of the Charity's accounts carried out under the charity's Rules, 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, and I confirm that no material matters have come to my attention in connection with the examination which gives 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.

Date:

R.L. Cloake, Chartered Certified Accountant,
Till + Cloake,
70 South Street,
Lancing,
West Sussex, BN15 8AJ

THE CHANCTONBURY COMMUNITY PLAYScheme CIO

Trustees' Report for the year ended 31st December 2024

The Trustees present their annual report together with the financial statements of the charity for the year ended 31st December 2024.

OBJECTIVES, POLICIES & ACTIVITIES

The playscheme originally started in 1977, and runs playschemes for special need children at 1 or more venues in West Sussex for several weeks each summer.

The aim is to provide stimulating and new experiences for children, some of whom might otherwise spend their summer holiday confined to home or in respite, and also to enable parents and sibling members of their families to pursue the everyday holiday activities that we all take for granted. The playscheme allows children with special needs to join in all the usual pursuits of children of their own age, with that extra supervision and careful planning put in place to enable them to participate fully without creating an abnormal environment.

The charity is a voluntary organisation and relies on the goodwill and support of the community to continue its work. It has a high adult:child ratio, with a large number of team leaders and team of coordinators (as well as first aiders) to ensure that it runs smoothly each day. At least 70 young volunteers from local schools and colleges help and support the attendees, along with volunteer drivers and escorts, who put in a great deal of time to ensure that the children have a fantastic time in a safe environment.

The Trustees confirm that, in setting objectives and planning for activities, they have referred and given due consideration to general guidance published by the Charity Commission relating to public benefit, including the guidance "Public benefit: running a charity (PB2)".

ACHIEVEMENTS & PERFORMANCE

We were delighted, in the summer of 2024 to continue to "rebound" following Covid. Palatine school was our venue and we much appreciated the support of their staff alongside our volunteers. Provision was again spread across 3 weeks with us being able to offer places to over 100 children; this was no easy task. We also welcomed both new and old helpers and crucially this year began to identify and develop our latest junior team leaders. Team leaders play a crucial role in the sustainability of CCPS and to have so many 16+ year olds who have the skills, desire and ability to step up (at a young age) was great to see. We continued to strengthen our trustee group with a number of ex-team leaders and ex-coordinators appointed to the team. We were very grateful too to every single person who has stepped forward to support us in many different ways - we really do rely on generosity of time, money and skills to be able to keep running. There are too many to mention individually but thank you all!

FINANCIAL REVIEW

Reserves policy - The designated fund (presently standing at £65,000) has been put aside to cover any necessary costs that would occur in the notice period for which the charity would be required to give its users. This is reviewed annually by the Trustees and increased or decreased when required. At the year end the charity held unrestricted reserves of £95,029 (2023: £97,182) and restricted reserves of £4,019 (2023: £4,019).

Going concern - After making appropriate enquiries, the Trustees have a reasonable expectation that the charity has adequate resources to continue in operational existence for the foreseeable future. For this reason, they continue to adopt the going concern basis in preparing the financial statements. Further details regarding the adoption of the going concern basis can be found in the accounting policies.

THE CHANCTONBURY COMMUNITY PLAYScheme CIO

Trustees' Report for the year ended 31st December 2024 (cont.)

STRUCTURE, GOVERNANCE & MANAGEMENT

Constitution – The Chanctonbury Community Playscheme CIO is a registered charity, no. 1158377, and is constituted under a Trust deed.

Methods of appointment or election of Trustees – Members of the Management Committee are elected from volunteers for a term of 3 years and all other members of the Committee are elected from volunteers on an annual basis. The Committee has the power to fill a normal vacancy by co-option and also to co-opt up to 2 additional members, such as Play Leaders.

Financial risk management – The Trustees have assessed the major risks to which the charity is exposed, in particular those related to the operations and finances of the charity, and are satisfied that systems and procedures in place to mitigate exposure to the major risks so identified.

REFERENCE & ADMINISTRATIVE DETAILS

Trustees:	Mr. C.M. Woodcock	Chairperson
	Mrs. A. Johnson, MBE	Treasurer
	Mr. K. Woodcock	
	Mrs. S. Prince-Beldam	
	Mrs. L. Cloake	
	Ms. S. Hoddy	
	Mr. L. Spinks	
	Mr. P. Halliwell	
	Ms. P. Herron	
	Ms. A.G. Mackness (appointed 30.8.25)	
	Mrs. V. Woodcock (appointed 6.2.25)	

Principal Office: 38 Offington Gardens, Worthing, West Sussex, BN14 9AU

Approved by the Board of Trustees and signed on its behalf by:

_____ Chairperson of Trustees Date:
C.M. Woodcock

THE CHANCTONBURY COMMUNITY PLAYScheme CIO

Charity no. 1158377

Receipts & Payments Account for the year ended 31st December 2024

	Unrestricted Funds <u>2024</u> £	Restricted Funds <u>2024</u> £	Total Funds <u>2024</u> £	Total Funds <u>2023</u> £
RECEIPTS:				
Parental Contributions	21685	-	21685	20350
Local Authority Grants	-	-	-	-
Donations & Funds Raised	26350	-	26350	35392
Bank Interest	465	-	465	383
Total Receipts	48500	-	48500	56125
PAYMENTS:				
Venue Hire	8035	-	8035	8196
Transport	3388	-	3388	3595
Outings, Materials etc.	12749	-	12749	5903
Catering	1963	-	1963	1951
Volunteer Reimbursements	10170	-	10170	8005
Gift Cards to Volunteers	155	-	155	740
Staff Uniforms	1483	-	1483	1773
Wages & N.I.	9878	-	9878	7504
Insurance	305	-	305	288
Accountancy	615	-	615	615
Office Expenses	658	-	658	332
Sundry Expenses	1254	-	1254	760
Total Payments	50653	-	50653	39662
NET RECEIPTS	(2153)	-	(2153)	16463
Cash Funds, 1.1.24	97182	4019	101201	84738
Cash Funds, 31.12.24	95029	4019	99048	101201

THE CHANCTONBURY COMMUNITY PLAYScheme CIO

Statement of Assets & Liabilities as at 31st December 2024

	Unrestricted Funds <u>2024</u> £	Restricted Funds <u>2024</u> £	Total Funds <u>2024</u> £	Total Funds <u>2023</u> £
ASSETS:				
Cash at Bank	95029	4019	99048	101201
Designated Fund	65000			
General Fund	30029			
	<u>95029</u>			

From unrestricted funds, the designated fund has been put aside to cover any necessary costs that would occur in the notice period for which the charity would be required to give its users. This is reviewed annually by the Trustees and increased or decreased from the general fund when required.

The restricted fund is for Child Funding, which has been set aside to provide funding for children whose parents are unable to meet the Playscheme parental contributions or to obtain any other source of funding.

Approved by the Board of Trustees and signed on its behalf by:

C.M. Woodcock

Chairperson of Trustees

Date:

THE CHANCTONBURY COMMUNITY PLAY SCHEME CIO

England & Wales - Charity number 1158377

Accounts

THE CHANCTONBURY COMMUNITY PLAYScheme CIO

Trustees' Report for the year ended 31st December 2023

The Trustees present their annual report together with the financial statements of the charity for the year ended 31st December 2023.

OBJECTIVES, POLICIES & ACTIVITIES

The playscheme originally started in 1977, and runs playschemes for special need children at 1 or more venues in West Sussex for several weeks each summer.

The aim is to provide stimulating and new experiences for children, some of whom might otherwise spend their summer holiday confined to home or in respite, and also to enable parents and sibling members of their families to pursue the everyday holiday activities that we all take for granted. The playscheme allows children with special needs to join in all the usual pursuits of children of their own age, with that extra supervision and careful planning put in place to enable them to participate fully without creating an abnormal environment.

The charity is a voluntary organisation and relies on the goodwill and support of the community to continue its work. It has a high adult:child ratio, with a large number of team leaders and team of coordinators (as well as first aiders) to ensure that it runs smoothly each day. At least 70 young volunteers from local schools and colleges help and support the attendees, along with volunteer drivers and escorts, who put in a great deal of time to ensure that the children have a fantastic time in a safe environment.

The Trustees confirm that, in setting objectives and planning for activities, they have referred and given due consideration to general guidance published by the Charity Commission relating to public benefit, including the guidance "Public benefit: running a charity (PB2)".

ACHIEVEMENTS & PERFORMANCE

We were delighted that, in the summer of 2023, we were able to return to a full open provision, the like of which had been in place pre-pandemic. Across the 3 weeks we were able to provide over 90 children with at least a week of provision, a mix of both returnees and new children attending for the first time. We also managed to recruit more young volunteer helpers than ever before, testament to the hard work by our new organiser Vikki Woodcock. We have also been very fortunate to continue to expand our trustee base bringing more expertise to the leadership of the charity.

FINANCIAL REVIEW

Reserves policy - The designated fund (presently standing at £65,000) has been put aside to cover any necessary costs that would occur in the notice period for which the charity would be required to give its users. This is reviewed annually by the Trustees and increased or decreased when required. At the year end the charity held unrestricted reserves of £97,182 (2022: £80,719) and restricted reserves of £4,019 (2022: £4,019).

Going concern - After making appropriate enquiries, the Trustees have a reasonable expectation that the charity has adequate resources to continue in operational existence for the foreseeable future. For this reason, they continue to adopt the going concern basis in preparing the financial statements. Further details regarding the adoption of the going concern basis can be found in the accounting policies.

THE CHANCTONBURY COMMUNITY PLAYScheme CIO

Trustees' Report for the year ended 31st December 2023 (cont.)

STRUCTURE, GOVERNANCE & MANAGEMENT

Constitution – The Chanctonbury Community Playscheme CIO is a registered charity, no. 1158377, and is constituted under a Trust deed.

Methods of appointment or election of Trustees – Members of the Management Committee are elected from volunteers for a term of 3 years and all other members of the Committee are elected from volunteers on an annual basis. The Committee has the power to fill a normal vacancy by co-option and also to co-opt up to 2 additional members, such as Play Leaders.

Financial risk management – The Trustees have assessed the major risks to which the charity is exposed, in particular those related to the operations and finances of the charity, and are satisfied that systems and procedures in place to mitigate exposure to the major risks so identified.

REFERENCE & ADMINISTRATIVE DETAILS

Trustees:	Mr. C.M. Woodcock	Chairperson
	Mrs. A. Johnson, MBE	Treasurer
	Mrs. P. Cork	Friends' Secretary
	Mr. K. Woodcock	
	Mrs. S. Prince-Beldam	
	Mrs. L. Cloake	
	Ms. S. Hoddy	
	Mr. L. Spinks (appointed 26.10.22)	
	Mr. P. Halliwell (appointed 25.1.24)	
	Ms. P. Herron (appointed 25.1.24)	

Principal Office: 38 Offington Gardens, Worthing, West Sussex, BN14 9AU

Approved by the Board of Trustees and signed on its behalf by:



C.M. Woodcock

Chairperson of Trustees

Date:

18.5.24.

CC

THE CHANCTONBURY COMMUNITY PLAYScheme CIO

Charity no. 1158377

Independent Examiner's report to the Trustees

I report to the Trustees on my examination of the accounts of The Chanctonbury Community Playscheme CIO ("the Charity") for the year ended 31st December 2023.

Responsibilities and basis of report

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

It is my responsibility to report in respect of my examination of the Charity's accounts carried out under the charity's Rules, 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, and I confirm that no material matters have come to my attention in connection with the examination which gives 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.

Date: 24/5/24



R.L. Cloake, Chartered Certified Accountant,
Till + Cloake,
70 South Street,
Lancing,
West Sussex, BN15 8AJ

THE CHANCTONBURY COMMUNITY PLAYScheme CIO

Charity no. 1158377

Receipts & Payments Account for the year ended 31st December 2023

	Unrestricted Funds <u>2023</u> £	Restricted Funds <u>2023</u> £	Total Funds <u>2023</u> £	Total Funds <u>2022</u> £
RECEIPTS:				
Parental Contributions	20350	-	20350	12415
Local Authority Grants	-	-	-	15000
Donations & Funds Raised	35392	-	35392	5825
Bank Interest	383	-	383	69
Total Receipts	56125	-	56125	33309
PAYMENTS:				
Venue Hire	8196	-	8196	4092
Transport	3595	-	3595	3097
Outings, Materials etc.	5903	-	5903	3455
Catering	1951	-	1951	1457
Volunteer Reimbursements	8005	-	8005	9128
Gift Cards to Volunteers	740	-	740	-
Staff Uniforms	1773	-	1773	-
Wages & N.I.	7504	-	7504	1986
Insurance	288	-	288	273
Accountancy	615	-	615	750
Office Expenses	332	-	332	-
Sundry Expenses	760	-	760	261
Total Payments	39662	-	39662	24499
NET RECEIPTS	16463	-	16463	8810
Cash Funds, 1.1.23	80719	4019	84738	75928
Cash Funds, 31.12.23	97182	4019	101201	84738

THE CHANCTONBURY COMMUNITY PLAYScheme CIO

Statement of Assets & Liabilities as at 31st December 2023

	Unrestricted Funds <u>2023</u> £	Restricted Funds <u>2023</u> £	Total Funds <u>2023</u> £	Total Funds <u>2022</u> £
ASSETS:				
Cash at Bank	97182	4019	101201	84738
Designated Fund	65000			
General Fund	32182			
	<u>97182</u>			

From unrestricted funds, the designated fund has been put aside to cover any necessary costs that would occur in the notice period for which the charity would be required to give its users. This is reviewed annually by the Trustees and increased or decreased from the general fund when required.

The restricted fund is for Child Funding, which has been set aside to provide funding for children whose parents are unable to meet the Playscheme parental contributions or to obtain any other source of funding.

Approved by the Board of Trustees and signed on its behalf by:



C.M. Woodcock

Chairperson of Trustees

Date: 18.5.24

THE CHANCTONBURY COMMUNITY PLAY SCHEME CIO

England & Wales - Charity number 1158377

Accounts

THE CHANCTONBURY COMMUNITY PLAYScheme CIO

Trustees' Report for the year ended 31st December 2022

The Trustees present their annual report together with the financial statements of the charity for the year ended 31st December 2022.

OBJECTIVES, POLICIES & ACTIVITIES

The playscheme originally started in 1977, and runs playschemes for special need children at 1 or more venues in West Sussex for several weeks each summer.

The aim is to provide stimulating and new experiences for children, some of whom might otherwise spend their summer holiday confined to home or in respite, and also to enable parents and sibling members of their families to pursue the everyday holiday activities that we all take for granted. The playscheme allows children with special needs to join in all the usual pursuits of children of their own age, with that extra supervision and careful planning put in place to enable them to participate fully without creating an abnormal environment.

The charity is a voluntary organisation and relies on the goodwill and support of the community to continue its work. It has a high adult:child ratio, with a large number of team leaders and team of coordinators (as well as first aiders) to ensure that it runs smoothly each day. At least 70 young volunteers from local schools and colleges help and support the attendees, along with volunteer drivers and escorts, who put in a great deal of time to ensure that the children have a fantastic time in a safe environment.

The Trustees confirm that, in setting objectives and planning for activities, they have referred and given due consideration to general guidance published by the Charity Commission relating to public benefit, including the guidance "Public benefit: running a charity (PB2)".

ACHIEVEMENTS & PERFORMANCE

Relaunching the summer playscheme following the pandemic was certainly a challenge and we thank all involved (especially Kenny, Polly, and Linda) for their diligent work and commitment. A huge amount of effort was put into the organisation of the summer playscheme 2022 and especially the recruitment of our volunteer helpers, this being a struggle this year. It was fantastic to see the summer playscheme up and running and the smiles on the children's faces, and thanks from the parents/carers made all the background effort worthwhile.

In the second part of the year (post-playscheme) we spent time reflecting on the summer and also made strengthening our trustee team a focus, with the aim of improving future provision. We are delighted to have recruited 3 great new Trustees: Lara Cloake (trained specialist social worker and ex-CCPS teamleader); Sarah Hoddy (ex-CCPS coordinator, with significant pastoral experience from working in schools); and Liam Spinks (ex-CCPS coordinator and specialist in a number of areas including risk assessment and mental health). We are delighted they have joined the trustee team, their genuine commitment and desire to make a difference adding a great deal to our capacity at the end of the year.

In terms of financial stability, 2022 marked the last year of our WSCC short breaks funding. This represents a huge loss to our small charity with the trustees being more acutely aware than ever that with inflation rising CCPS was going to be more of a challenge to operate going forward. Ann was once again instrumental in fundraising during the autumn, running stalls (supported by others) at a variety of local Christmas fairs.

We look forward to 2023 with both a renewed sense of optimism, and also consciousness of the reality that costs are rising and that we will need to do more to sustain CCPS in years to come.

THE CHANCTONBURY COMMUNITY PLAYScheme CIO

Trustees' Report for the year ended 31st December 2022 (cont.)

FINANCIAL REVIEW

Reserves policy - The designated fund (presently standing at £65,000) has been put aside to cover any necessary costs that would occur in the notice period for which the charity would be required to give its users. This is reviewed annually by the Trustees and increased or decreased when required. At the year end the charity held unrestricted reserves of £80,719 (2021: £71,189) and restricted reserves of £4,019 (2021: £4,019).

Going concern - After making appropriate enquiries, the Trustees have a reasonable expectation that the charity has adequate resources to continue in operational existence for the foreseeable future. For this reason, they continue to adopt the going concern basis in preparing the financial statements. Further details regarding the adoption of the going concern basis can be found in the accounting policies.

STRUCTURE, GOVERNANCE & MANAGEMENT

Constitution - The Chanctonbury Community Playscheme CIO is a registered charity, no. 1158377, and is constituted under a Trust deed.

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Financial risk management - The Trustees have assessed the major risks to which the charity is exposed, in particular those related to the operations and finances of the charity, and are satisfied that systems and procedures in place to mitigate exposure to the major risks so identified.

REFERENCE & ADMINISTRATIVE DETAILS

Trustees:	Mr. C. Woodcock	Chairperson
	Mrs. A. Johnson, MBE	Treasurer
	Mrs. P. Cork	Friends' Secretary
	Mr. K. Woodcock	
	Mrs. S. Prince-Beldam	
	Mrs. L. Cloake	
	Ms. S. Hoddy	

Principal Office: 38 Offington Gardens, Worthing, West Sussex, BN14 9AU

Approved by the Board of Trustees and signed on its behalf by:



C. Woodcock

Chairperson of Trustees

Date: 20.9.23

CC

THE CHANCTONBURY COMMUNITY PLAYScheme CIO

Charity no. 1158377

Independent Examiner's report to the Trustees

I report to the Trustees on my examination of the accounts of The Chanctonbury Community Playscheme CIO ("the Charity") for the year ended 31st December 2022.

Responsibilities and basis of report

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Independent examiner's statement

I have completed my examination, and I confirm that no material matters have come to my attention in connection with the examination which gives 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.

Date: 28/1/23



R.L. Cloake, Chartered Certified Accountant,
Till + Cloake,
70 South Street,
Lancing,
West Sussex, BN15 8AJ

THE CHANCTONBURY COMMUNITY PLAYScheme CIO

Charity no. 1158377

Receipts & Payments Account for the year ended 31st December 2022

	Unrestricted Funds 2022 £	Restricted Funds 2022 £	Total Funds 2022 £	Total Funds 2021 £
RECEIPTS:				
Parental Contributions	12415	-	12415	-
Local Authority Grants	15000	-	15000	-
Donations & Funds Raised	5825	-	5825	4563
Bank Interest	69	-	69	-
Total Receipts	<u>33309</u>	<u>-</u>	<u>33309</u>	<u>4563</u>
PAYMENTS:				
Venue Hire	4092	-	4092	500
Transport	3097	-	3097	2078
Outings etc. Expenses	3455	-	3455	-
Catering	1457	-	1457	137
Volunteer Reimbursements	9128	-	9128	-
Wages	1986	-	1986	2177
Insurance	273	-	273	-
Accountancy	750	-	750	690
Sundry Expenses	261	-	261	-
Total Payments	<u>24499</u>	<u>-</u>	<u>24499</u>	<u>5582</u>
NET RECEIPTS/(PAYMENTS)	8810	-	8810	(1019)
Cash Funds, 1.1.22	71909	4019	75928	76227
Cash Funds, 31.12.22	<u>80719</u>	<u>4019</u>	<u>84738</u>	<u>75208</u>

THE CHANCTONBURY COMMUNITY PLAYScheme CIO

Statement of Assets & Liabilities as at 31st December 2022

	Unrestricted Funds <u>2022</u> £	Restricted Funds <u>2022</u> £	Total Funds <u>2022</u> £	Total Funds <u>2021</u> £
ASSETS:				
Cash at Bank	80719	4019	84738	75208
Designated Fund	65000			
General Fund	15719			
	<u>80719</u>			

From unrestricted funds, the designated fund has been put aside to cover any necessary costs that would occur in the notice period for which the charity would be required to give its users. This is reviewed annually by the Trustees and increased or decreased from the general fund when required.

The restricted fund is for Child Funding, which has been set aside to provide funding for children whose parents are unable to meet the Playscheme parental contributions or to obtain any other source of funding.

Approved by the Board of Trustees and signed on its behalf by:



C. Woodcock

Chairperson of Trustees

Date: 20.9.23

THE CHANCTONBURY COMMUNITY PLAY SCHEME CIO

England & Wales - Charity number 1158377

Accounts

Charity number: 1158377

The Chanctonbury Community Playscheme CIO

Unaudited

Trustees' report and financial statements

For the year ended 31 December 2021

The Chanctonbury Community Playscheme CIO

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The Chanctonbury Community Playscheme CIO

Reference and administrative details of the charity, its Trustees and advisers For the year ended 31 December 2021

Trustees

Mr C Woodcock, Chairperson
Mrs A Johnson, Treasurer
Mrs P Cork, Friend's Secretary
Mr K Woodcock, Member
Ms Z Green, Member
Mrs A Heath, Member
Mrs Sarah Prince-Beldam, Member

Charity registered number

1158377

Principal office

38 Offington Gardens
Worthing
West Sussex
BN14 9AU

Accountants

Kreston Reeves LLP
Chartered Accountants
9 Donnington Park
85 Birdham Road
Chichester
West Sussex
PO20 7AJ

Bankers

National Westminster Bank Plc
27 South Street
Worthing
West Sussex
BN11 3AR

The Chanctonbury Community Playscheme CIO

Trustees' report

For the year ended 31 December 2021

The Trustees present their annual report together with the financial statements of the charity for the year 1 January 2021 to 31 December 2021.

Objectives and activities

a. Policies and objectives

The playscheme started in the summer of 1977 at Rydon School, Thakeham, serving 29 special needs children for two weeks of the summer holiday and by 1981 was extended to four weeks each summer. By 1988 more than 70 children attended each day as demand increased. In 2014 the scheme was run for two weeks at Rydon School and two weeks at Oak Grove College, Worthing, and now offers 80 places each week. We have also opened a CCPS North in Muntham school in Horsham, which ran for the same 2 weeks as Rydon and held 24 places in 2015. Both playschemes joined together at Rydon school for the barbeque and race days.

The aim is to provide stimulating and new experiences for the children, some of whom might otherwise spend their summer holiday confined to home or in respite and also to enable parents and sibling members of their families to pursue the everyday holiday activities that we all take for granted. The playscheme allows the children with special needs to join in all the usual pursuits of children of their own age, with that extra supervision and careful planning put in place to enable them to participate fully without creating an abnormal environment.

The charity is a voluntary organisation and relies on the goodwill and support of the community to continue its work. It has a high adult:child ratio with a large number of team leaders and team of coordinators (as well as first aiders) to ensure it runs smoothly each day.

At least 70 young volunteers from local schools & colleges help and support the attendees as well as volunteer drivers and escorts. Due to the large size and scale of operation, running costs are high. It puts in a great deal of time to ensure that the children have a fantastic time in a safe environment.

The trustees confirm that they have referred to the guidance contained in the Charity Commission's general guidance on public benefit when reviewing the charity's aims and objectives and in planning future activities.

In setting objectives and planning for activities, the Trustees have given due consideration to general guidance published by the Charity Commission relating to public benefit, including the guidance 'Public benefit: running a charity (PB2)'.

Achievements and performance

a. Review of activities

Due to the continued challenges of COVID in the summer of 2021 we created and offered a more bespoke visit-based approach to our playscheme. Parents/careers opted into a CCPS visit from a team of teamleaders who took games with them to front gardens to give each child up to 30 minutes of CCPS fun. We had an adapted funding arrangement with WSCC claiming £2,000 to support the cost and provision of the summer visits.

In 2022 we are back! Although at a smaller scale than before as we take steps to re establish our provision. We are looking forward to providing 3 weeks of summer playscheme (actually at a venue again) and our places have already been snapped up.

Income for year totalled £4,563 (2020: £410), the income is largely made up of donations and grants £3,838 (2020: £4,082). Expenditure amounts to £5,582 (2020: £7,781), the largest expenditure relates to wages and salaries £2,177 (2020: £3,667), other larger costs amount to travel costs £2,078 (2020: £485).

The Chanctonbury Community Playscheme CIO

Trustees' report (continued) For the year ended 31 December 2021

Financial review

a. Going concern

After making appropriate enquiries, the Trustees have a reasonable expectation that the charity has adequate resources to continue in operational existence for the foreseeable future. For this reason, they continue to adopt the going concern basis in preparing the financial statements. Further details regarding the adoption of the going concern basis can be found in the accounting policies.

b. Reserves policy

The attached financial statements show the state of the finances as at 31 December 2021. The Expenditure Fund, needed to cover the notice period which the charity would be required to give to its users, being a year, has been established at £65,000 (2020: £65,000). At the year end the charity held unrestricted reserves of £71,189 (2020: £72,208) and restricted reserves of £4,019 (2020: £4,019).

Structure, governance and management

a. Constitution

The Chanctonbury Community Playscheme CIO is a registered charity, number 1158377, and is constituted under a Trust deed.

b. Methods of appointment or election of Trustees

Members of the Management Committee are elected from volunteers for a term of three years and all other members of the Committee are elected from volunteers on an annual basis. The Committee has the power to fill a normal vacancy by co-option and also to co-opt up to two additional members, such as Play Leaders.

c. Financial risk management

The Trustees have assessed the major risks to which the charity is exposed, in particular those related to the operations and finances of the charity, and are satisfied that systems and procedures are in place to mitigate exposure to the major risks.

The Chanctonbury Community Playscheme CIO

Trustees' report (continued) For the year ended 31 December 2021

Statement of Trustees' responsibilities

The Trustees are responsible for preparing the Trustees' 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 & Wales requires the Trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charity and of its incoming resources and application of resources, including its income and expenditure, for that period. In preparing these financial statements, the Trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles of the Charities SORP (FRS 102);
- make judgments and accounting estimates that are reasonable and prudent;
- state whether applicable UK Accounting Standards (FRS 102) have been followed, subject to any material departures disclosed and explained in the financial statements;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in business.

The Trustees are responsible for keeping adequate accounting records that are sufficient to show and explain the charity's transactions and disclose with reasonable accuracy at any time the financial position of the charity and enable them to ensure that the financial statements comply with the Charities Act 2011, the Charity (Accounts and Reports) Regulations 2008 and the provisions of the Trust deed. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Approved by order of the members of the board of Trustees and signed on their behalf by:

Chris Woodcock

.....
Mr C Woodcock

Trustee

Date: 21 September 2022

The Chanctonbury Community Playscheme CIO

Statement of financial activities For the year ended 31 December 2021

	Note	Unrestricted funds 2021 £	Restricted funds 2021 £	Total funds 2021 £	Total funds 2020 £
Income from:					
Donations and legacies	2	3,838	-	3,838	4,082
Investments	3	-	-	-	27
Other income		725	-	725	-
Total income		4,563	-	4,563	4,109
Expenditure on:					
Charitable activities	4	5,582	-	5,582	7,781
Total expenditure		5,582	-	5,582	7,781
Net movement in funds		(1,019)	-	(1,019)	(3,672)
Reconciliation of funds:					
Total funds brought forward		72,208	4,019	76,227	79,899
Net movement in funds		(1,019)	-	(1,019)	(3,672)
Total funds carried forward		71,189	4,019	75,208	76,227

The Statement of financial activities includes all gains and losses recognised in the year.

The notes on pages 7 to 15 form part of these financial statements.

The Chanctonbury Community Playscheme CIO

Balance sheet
As at 31 December 2021

	Note	2021 £	2020 £
Fixed assets			
Tangible assets	8	-	-
Current assets			
Cash at bank and in hand		75,928	76,947
		<u>75,928</u>	<u>76,947</u>
Creditors: amounts falling due within one year	9	(720)	(720)
Net current assets		<u>75,208</u>	<u>76,227</u>
Total net assets		<u><u>75,208</u></u>	<u><u>76,227</u></u>
Charity funds			
Restricted funds	10	4,019	4,019
Unrestricted funds	10	71,189	72,208
Total funds		<u><u>75,208</u></u>	<u><u>76,227</u></u>

The financial statements were approved and authorised for issue by the Trustees and signed on their behalf by:



.....
Mr C Woodcock
Trustee



.....
Mrs A Johnson
Trustee 7/10/22.

Date:

The notes on pages 7 to 15 form part of these financial statements.

The Chanctonbury Community Playscheme CIO

Notes to the financial statements For the year ended 31 December 2021

1. Accounting policies

1.1 Basis of preparation of financial statements

The financial statements have been prepared in accordance with the Charities SORP (FRS 102) - Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effected 1 January 2019), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Charities Act 2011.

The Chanctonbury Community Playscheme CIO meets the definition of a public benefit entity under FRS 102. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy.

1.2 Income

All income is recognised once the charity has entitlement to the income, it is probable that the income will be received and the amount of income receivable can be measured reliably.

Grants are included in the Statement of financial activities on a receivable basis. The balance of income received for specific purposes but not expended during the period is shown in the relevant funds on the Balance sheet. Where income is received in advance of entitlement of receipt, its recognition is deferred and included in creditors as deferred income. Where entitlement occurs before income is received, the income is accrued.

Income tax recoverable in relation to investment income is recognised at the time the investment income is receivable.

Other income is recognised in the period in which it is receivable and to the extent the goods have been provided or on completion of the service.

1.3 Expenditure

Expenditure is recognised once there is a legal or constructive obligation to transfer economic benefit to a third party, it is probable that a transfer of economic benefits will be required in settlement and the amount of the obligation can be measured reliably. Expenditure is classified by activity. The costs of each activity are made up of the total of direct costs and shared costs, including support costs involved in undertaking each activity. Direct costs attributable to a single activity are allocated directly to that activity. Shared costs which contribute to more than one activity and support costs which are not attributable to a single activity are apportioned between those activities on a basis consistent with the use of resources. Central staff costs are allocated on the basis of time spent, and depreciation charges allocated on the portion of the asset's use.

Expenditure on charitable activities is incurred on directly undertaking the activities which further the charity's objectives, as well as any associated support costs.

All expenditure is inclusive of irrecoverable VAT.

1.4 Tangible fixed assets and depreciation

Tangible fixed assets are capitalised and recognised when future economic benefits are probable and the cost or value of the asset can be measured reliably.

Tangible fixed assets are initially recognised at cost. After recognition, under the cost model, tangible fixed assets are measured at cost less accumulated depreciation and any accumulated impairment losses. All costs incurred to bring a tangible fixed asset into its intended working condition should be included in the measurement of cost.

The Chanctonbury Community Playscheme CIO

Notes to the financial statements For the year ended 31 December 2021

1. Accounting policies (continued)

1.4 Tangible fixed assets and depreciation (continued)

Depreciation is charged so as to allocate the cost of tangible fixed assets less their residual value over their estimated useful lives, using the straight-line method.

Depreciation is provided on the following bases:

Motor vehicles	- 5 years straight line
Fixtures and fittings	- 5 years straight line
Computer equipment	- 5 years straight line

1.5 Cash at bank and in hand

Cash at bank and in hand includes cash and short-term highly liquid investments with a short maturity of three months or less from the date of acquisition or opening of the deposit or similar account.

1.6 Liabilities and provisions

Liabilities are recognised when there is an obligation at the Balance sheet date as a result of a past event, it is probable that a transfer of economic benefit will be required in settlement, and the amount of the settlement can be estimated reliably.

Liabilities are recognised at the amount that the charity anticipates it will pay to settle the debt or the amount it has received as advanced payments for the goods or services it must provide.

Provisions are measured at the best estimate of the amounts required to settle the obligation. Where the effect of the time value of money is material, the provision is based on the present value of those amounts, discounted at the pre-tax discount rate that reflects the risks specific to the liability. The unwinding of the discount is recognised in the Statement of financial activities as a finance cost.

1.7 Fund accounting

General funds are unrestricted funds which are available for use at the discretion of the Trustees in furtherance of the general objectives of the charity and which have not been designated for other purposes.

Designated funds comprise unrestricted funds that have been set aside by the Trustees for particular purposes. The aim and use of each designated fund is set out in the notes to the financial statements.

Restricted funds are funds which are to be used in accordance with specific restrictions imposed by donors or which have been raised by the charity for particular purposes. The costs of raising and administering such funds are charged against the specific fund. The aim and use of each restricted fund is set out in the notes to the financial statements.

Investment income, gains and losses are allocated to the appropriate fund.

The Chanctonbury Community Playscheme CIO

Notes to the financial statements For the year ended 31 December 2021

2. Income from donations and legacies

	Unrestricted funds 2021 £	Total funds 2021 £	Total funds 2020 £
Donations	3,838	3,838	4,082
Total 2020	4,082	4,082	

All income from donations and legacies in 2020 was unrestricted.

3. Investment income

	Unrestricted funds 2021 £	Total funds 2021 £	Total funds 2020 £
Investment income - interest	-	-	27
Total 2020	27	27	

All investment income in 2020 was unrestricted.

4. Analysis of expenditure on charitable activities

Summary by fund type

	Unrestricted funds 2021 £	Total 2021 £	Total 2020 £
Playscheme	5,582	5,582	7,781
Total 2020	7,781	7,781	

The Chanctonbury Community Playscheme CIO

Notes to the financial statements
For the year ended 31 December 2021

5. Analysis of expenditure by activities

	Activities undertaken directly 2021 £	Support costs 2021 £	Total funds 2021 £	Total funds 2020 £
Playscheme	4,892	690	5,582	7,781
Total 2020	<u>6,971</u>	<u>810</u>	<u>7,781</u>	

All expenditure in 2021 and 2020 was unrestricted.

Analysis of direct costs

	Playscheme 2021 £	Total funds 2021 £	Total funds 2020 £
Staff costs	2,177	2,177	3,667
Depreciation	-	-	1,578
Travel costs	2,078	2,078	485
Supplies and refreshments	137	137	-
Hire of venue	500	500	1,241
	<u>4,892</u>	<u>4,892</u>	<u>6,971</u>

Analysis of support costs

	Playscheme 2021 £	Total funds 2021 £	Total funds 2020 £
Governance costs	690	690	810

6. Staff costs

	2021 £	2020 £
Wages and salaries	<u>2,177</u>	<u>3,667</u>
	<u>2,177</u>	<u>3,667</u>

The Chanctonbury Community Playscheme CIO

Notes to the financial statements For the year ended 31 December 2021

6. Staff costs (continued)

The average number of persons employed by the charity during the year was as follows:

	2021	2020
	No.	No.
Staff numbers	1	1

No employee received remuneration amounting to more than £60,000 in either year.

The Chanctonbury Community Playscheme CIO

Notes to the financial statements For the year ended 31 December 2021

7. Trustees' remuneration and expenses

During the year, no Trustees received any remuneration or other benefits (2020 - £NIL).

During the year ended 31 December 2021, no Trustee expenses have been incurred (2020 - £NIL).

8. Tangible fixed assets

	Motor vehicles £	Fixtures and fittings £	Computer equipment £	Total £
Cost or valuation				
At 1 January 2021	63,136	14,505	1,841	79,482
At 31 December 2021	<u>63,136</u>	<u>14,505</u>	<u>1,841</u>	<u>79,482</u>
Depreciation				
At 1 January 2021	63,136	14,505	1,841	79,482
At 31 December 2021	<u>63,136</u>	<u>14,505</u>	<u>1,841</u>	<u>79,482</u>
Net book value				
At 31 December 2021	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
At 31 December 2020	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>

9. Creditors: Amounts falling due within one year

	2021 £	2020 £
Accruals and deferred income	<u>720</u>	<u>720</u>

The Chanctonbury Community Playscheme CIO

Notes to the financial statements
For the year ended 31 December 2021

10. Statement of funds

Statement of funds - current year

	Balance at 1 January 2021 £	Income £	Expenditure £	Balance at 31 December 2021 £
Unrestricted funds				
Designated funds				
Designated Funds	65,000	-	-	65,000
General funds				
General Funds	7,208	4,563	(5,582)	6,189
Total Unrestricted funds	72,208	4,563	(5,582)	71,189
Restricted funds				
Child funding	4,019	-	-	4,019
Total of funds	76,227	4,563	(5,582)	75,208

Designated Funds

The designated fund has been put aside to cover any necessary costs that would occur in the notice period for the which the charity would be required to give its users. This is reviewed annually by the Trustees and increased or decreased when required.

Restricted funds - Child Funding

The child funding restricted fund has been set to provide funding for children whose parents are unable to meet the Playscheme parent contributions and unable to obtain any other source of funding.

The Chanctonbury Community Playscheme CIO

Notes to the financial statements
For the year ended 31 December 2021

10. Statement of funds (continued)

Statement of funds - prior year

	Balance at 1 January 2020 £	Income £	Expenditure £	Transfers in/out £	Balance at 31 December 2020 £
Unrestricted funds					
Designated funds					
Designated Funds	75,000	-	-	(10,000)	65,000
General funds					
General Funds	880	4,109	(7,781)	10,000	7,208
Total Unrestricted funds	75,880	4,109	(7,781)	-	72,208
Restricted funds					
Child funding	4,019	-	-	-	4,019
Total of funds	79,899	4,109	(7,781)	-	76,227

11. Analysis of net assets between funds

Analysis of net assets between funds - current year

	Unrestricted funds 2021 £	Restricted funds 2021 £	Total funds 2021 £
Current assets	71,909	4,019	75,928
Creditors due within one year	(720)	-	(720)
Total	71,189	4,019	75,208

The Chanctonbury Community Playscheme CIO

Notes to the financial statements For the year ended 31 December 2021

11. Analysis of net assets between funds (continued)

Analysis of net assets between funds - prior year

	Unrestricted funds 2020 £	Restricted funds 2020 £	Total funds 2020 £
Current assets	72,928	4,019	76,947
Creditors due within one year	(720)	-	(720)
Total	72,208	4,019	76,227

12. Related party transactions

The charity has not entered into any related party transaction during the year, nor are there any outstanding balances owing between related parties and the charity at 31 December 2021.

The Chanctonbury Community Playscheme CIO

Accountant's Report For the Year Ended 31 December 2021

In accordance with our instructions we have compiled the financial statements for the year ended 31 December 2021 of the charity from the accounting records and information and explanations you have given us.

This report is made solely to the trustees of the charity, as a body, in accordance with the terms of our engagement. Our work has been undertaken so that we might compile the financial statements that we have been engaged to compile, report to the trustees of the charity that we have done so, and state those matters which we have agreed to state to them in this report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the trustees of the charity, as a body, for our work or for this report.

We have carried out this engagement in accordance with technical guidance issued by the Institute of Chartered Accountants in England and Wales and have complied with the ethical guidance laid down by the Institute relating to members undertaking the compilation of financial statements.

We have not been instructed to carry out an audit of the financial statements. For this reason, we have not verified the accuracy or completeness of the accounting records or information and explanations you have given to us and we do not, therefore, express any opinion on the financial statements.

A handwritten signature in black ink that reads "Kreston Reeves LLP". The signature is written in a cursive, slightly slanted style.

Kreston Reeves LLP
Chartered Accountants
9 Donnington Park
85 Birdham Road
Chichester
West Sussex
PO20 7AJ
Date: 18 October 2022

THE CHANCTONBURY COMMUNITY PLAY SCHEME CIO

England & Wales - Charity number 1158377

Accounts

Charity number: 1158377

The Chanctonbury Community Playscheme CIO

Unaudited

Trustees' report and financial statements

For the year ended 31 December 2020

The Chanctonbury Community Playscheme CIO

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The Chanctonbury Community Playscheme CIO

Reference and administrative details of the charity, its Trustees and advisers For the year ended 31 December 2020

Trustees

Mr C Woodcock, Chairperson
Mrs A Johnson, Treasurer
Mrs P Cork, Friend's Secretary
Mr K Woodcock, Member
Ms Z Green, Member
Mrs A Heath, Member
Mrs Sarah Prince-Beldam, Member

Charity registered number

1158377

Principal office

38 Offington Gardens
Worthing
West Sussex
BN14 9AU

Accountants

Kreston Reeves LLP
Chartered Accountants
A2 Yeoman Gate
Yeoman Way
Worthing
West Sussex
BN13 3QZ

Bankers

National Westminster Bank Plc
27 South Street
Worthing
West Sussex
BN11 3AR

The Chanctonbury Community Playscheme CIO

Trustees' report For the year ended 31 December 2020

The Trustees present their annual report together with the financial statements of the charity for the year 1 January 2020 to 31 December 2020.

Objectives and activities

a. Policies and objectives

The playscheme started in the summer of 1977 at Rydon School, Thakeham, serving 29 special needs children for two weeks of the summer holiday and by 1981 was extended to four weeks each summer. By 1988 more than 70 children attended each day as demand increased. In 2014 the scheme was run for two weeks at Rydon School and two weeks at Oak Grove College, Worthing, and now offers 80 places each week. We have also opened a CCPS North in Muntham school in Horsham, which ran for the same 2 weeks as Rydon and held 24 places in 2015. Both playschemes joined together at Rydon school for the barbeque and race days.

The aim is to provide stimulating and new experiences for the children, some of whom might otherwise spend their summer holiday confined to home or in respite and also to enable parents and sibling members of their families to pursue the everyday holiday activities that we all take for granted. The playscheme allows the children with special needs to join in all the usual pursuits of children of their own age, with that extra supervision and careful planning put in place to enable them to participate fully without creating an abnormal environment.

The charity is a voluntary organisation and relies on the goodwill and support of the community to continue its work. It has a high adult:child ratio with a large number of team leaders and team of coordinators (as well as first aiders) to ensure it runs smoothly each day.

At least 70 young volunteers from local schools & colleges help and support the attendees as well as volunteer drivers and escorts. Due to the large size and scale of operation, running costs are high. It puts in a great deal of time to ensure that the children have a fantastic time in a safe environment.

The trustees confirm that they have referred to the guidance contained in the Charity Commission's general guidance on public benefit when reviewing the charity's aims and objectives and in planning future activities.

Achievements and performance

a. Review of activities

In 2020 due to the Covid pandemic we were unable to run a summer playscheme. We did not claim any of our WSCC grant and spending was minimised to ensure sustainability of the charity for future years.

Income for year totalled £4,109 (2019: £47,530), the income is largely made up of donations and grants £4,082 (2019: £24,319). Other trading income of £nil (2019: £19,020) relates to personal contributions for the playscheme. Expenditure amounts to £7,781 (2019: £64,103), the largest expenditure relates to wages and salaries £3,667 (2019: £5,500), other larger costs amount to depreciation (£1,578) and the hire of venue (£1,241).

Financial review

a. Going concern

After making appropriate enquiries, the Trustees have a reasonable expectation that the charity has adequate resources to continue in operational existence for the foreseeable future. For this reason, they continue to adopt the going concern basis in preparing the financial statements. Further details regarding the adoption of the going concern basis can be found in the accounting policies.

The Chanctonbury Community Playscheme CIO

Trustees' report (continued)
For the year ended 31 December 2020

Strategic report (continued)

Financial review (continued)

Covid-19

Covid-19 has had a significant effect on the charity during the year. The planned playscheme in the summer holidays in 2020 was cancelled which has taken a significant chunk of income out of the charity. However by taking the decision to cancel early they were able to save money on equipment, volunteer expenses and any other costs the charity may have undertaken. The trustees have monitored the cost of the charity and will continue to do so during 2021 to keep these at a minimum. The charity has been unable to operate the playscheme during the summer holidays in 2021. The charity has every intention of being back to normal in 2022 and running the playscheme.

b. Reserves policy

The attached financial statements show the state of the finances as at 31 December 2020. The Expenditure Fund, needed to cover the notice period which the charity would be required to give to its users, being a year, has been established at £65,000 (2019: £75,000).

Structure, governance and management

a. Constitution

The Chanctonbury Community Playscheme CIO is a registered charity, number 1158377, and is constituted under a Trust deed.

b. Methods of appointment or election of Trustees

Members of the Management Committee are elected from volunteers for a term of three years and all other members of the Committee are elected from volunteers on an annual basis. The Committee has the power to fill a normal vacancy by co-option and also to co-opt up to two additional members, such as Play Leaders.

c. Financial risk management

The Trustees have assessed the major risks to which the charity is exposed, in particular those related to the operations and finances of the charity, and are satisfied that systems and procedures are in place to mitigate exposure to the major risks.

The Chanctonbury Community Playscheme CIO

Trustees' report (continued) For the year ended 31 December 2020

Statement of Trustees' responsibilities


The Trustees are responsible for preparing the Trustees' 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 & Wales requires the Trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charity and of its incoming resources and application of resources, including its income and expenditure, for that period. In preparing these financial statements, the Trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles of the Charities SORP (FRS 102);
- make judgments and accounting estimates that are reasonable and prudent;
- state whether applicable UK Accounting Standards (FRS 102) have been followed, subject to any material departures disclosed and explained in the financial statements;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in business.

The Trustees are responsible for keeping adequate accounting records that are sufficient to show and explain the charity's transactions and disclose with reasonable accuracy at any time the financial position of the charity and enable them to ensure that the financial statements comply with the Charities Act 2011, the Charity (Accounts and Reports) Regulations 2008 and the provisions of the Trust deed. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Approved by order of the members of the board of Trustees on 25/10/2021 and signed on their behalf by:


.....
Mr C Woodcock
Trustee

The Chanctonbury Community Playscheme CIO

Statement of financial activities
For the year ended 31 December 2020

	Note	Unrestricted funds 2020 £	Restricted funds 2020 £	Total funds 2020 £	Total funds 2019 £
Income from:					
Donations and legacies	2	4,082	-	4,082	24,319
Other trading activities		-	-	-	19,020
Investments	3	27	-	27	83
Other income		-	-	-	4,108
Total income		4,109	-	4,109	47,530
Expenditure on:					
Charitable activities	4	7,781	-	7,781	64,103
Total expenditure		7,781	-	7,781	64,103
Net movement in funds		(3,672)	-	(3,672)	(16,573)
Reconciliation of funds:					
Total funds brought forward		75,880	4,019	79,899	96,472
Net movement in funds		(3,672)	-	(3,672)	(16,573)
Total funds carried forward		72,208	4,019	76,227	79,899

The Statement of financial activities includes all gains and losses recognised in the year.

The notes on pages 7 to 14 form part of these financial statements.

The Chanctonbury Community Playscheme CIO

Balance sheet
As at 31 December 2020

	Note	2020 £	2019 £
Fixed assets			
Tangible assets	8	-	1,578
		<u>-</u>	<u>1,578</u>
Current assets			
Cash at bank and in hand		76,947	79,071
		<u>76,947</u>	<u>79,071</u>
Creditors: amounts falling due within one year	9	(720)	(750)
		<u>(720)</u>	<u>(750)</u>
Net current assets		76,227	78,321
Total net assets		76,227	79,899
		<u><u>76,227</u></u>	<u><u>79,899</u></u>
Charity funds			
Restricted funds	10	4,019	4,019
Unrestricted funds	10	72,208	75,880
		<u>76,227</u>	<u>79,899</u>
Total funds		76,227	79,899
		<u><u>76,227</u></u>	<u><u>79,899</u></u>

The financial statements were approved and authorised for issue by the Trustees on 25/10/2021 and signed on their behalf by:

Chris Woodcock

Mr C Woodcock
Trustee

A Johnson

Mrs A Johnson
Trustee

The notes on pages 7 to 14 form part of these financial statements.

The Chanctonbury Community Playscheme CIO

Notes to the financial statements For the year ended 31 December 2020

1. Accounting policies

1.1 Basis of preparation of financial statements

The financial statements have been prepared in accordance with the Charities SORP (FRS 102) - Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effected 1 January 2019), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Charities Act 2011.

The Chanctonbury Community Playscheme CIO meets the definition of a public benefit entity under FRS 102. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy.

1.2 Income

All income is recognised once the charity has entitlement to the income, it is probable that the income will be received and the amount of income receivable can be measured reliably.

Grants are included in the Statement of financial activities on a receivable basis. The balance of income received for specific purposes but not expended during the period is shown in the relevant funds on the Balance sheet. Where income is received in advance of entitlement of receipt, its recognition is deferred and included in creditors as deferred income. Where entitlement occurs before income is received, the income is accrued.

Income tax recoverable in relation to investment income is recognised at the time the investment income is receivable.

Other income is recognised in the period in which it is receivable and to the extent the goods have been provided or on completion of the service.

1.3 Expenditure

Expenditure is recognised once there is a legal or constructive obligation to transfer economic benefit to a third party, it is probable that a transfer of economic benefits will be required in settlement and the amount of the obligation can be measured reliably. Expenditure is classified by activity. The costs of each activity are made up of the total of direct costs and shared costs, including support costs involved in undertaking each activity. Direct costs attributable to a single activity are allocated directly to that activity. Shared costs which contribute to more than one activity and support costs which are not attributable to a single activity are apportioned between those activities on a basis consistent with the use of resources. Central staff costs are allocated on the basis of time spent, and depreciation charges allocated on the portion of the asset's use.

Expenditure on charitable activities is incurred on directly undertaking the activities which further the charity's objectives, as well as any associated support costs.

All expenditure is inclusive of irrecoverable VAT.

1.4 Tangible fixed assets and depreciation

Tangible fixed assets are capitalised and recognised when future economic benefits are probable and the cost or value of the asset can be measured reliably.

Tangible fixed assets are initially recognised at cost. After recognition, under the cost model, tangible fixed assets are measured at cost less accumulated depreciation and any accumulated impairment losses. All costs incurred to bring a tangible fixed asset into its intended working condition should be included in the measurement of cost.

The Chanctonbury Community Playscheme CIO

Notes to the financial statements For the year ended 31 December 2020

1. Accounting policies (continued)

1.4 Tangible fixed assets and depreciation (continued)

Depreciation is charged so as to allocate the cost of tangible fixed assets less their residual value over their estimated useful lives, using the straight-line method.

Depreciation is provided on the following bases:

Motor vehicles	- 5 years straight line
Fixtures and fittings	- 5 years straight line
Computer equipment	- 5 years straight line

1.5 Cash at bank and in hand

Cash at bank and in hand includes cash and short-term highly liquid investments with a short maturity of three months or less from the date of acquisition or opening of the deposit or similar account.

1.6 Liabilities and provisions

Liabilities are recognised when there is an obligation at the Balance sheet date as a result of a past event, it is probable that a transfer of economic benefit will be required in settlement, and the amount of the settlement can be estimated reliably.

Liabilities are recognised at the amount that the charity anticipates it will pay to settle the debt or the amount it has received as advanced payments for the goods or services it must provide.

Provisions are measured at the best estimate of the amounts required to settle the obligation. Where the effect of the time value of money is material, the provision is based on the present value of those amounts, discounted at the pre-tax discount rate that reflects the risks specific to the liability. The unwinding of the discount is recognised in the Statement of financial activities as a finance cost.

1.7 Fund accounting

General funds are unrestricted funds which are available for use at the discretion of the Trustees in furtherance of the general objectives of the charity and which have not been designated for other purposes.

Designated funds comprise unrestricted funds that have been set aside by the Trustees for particular purposes. The aim and use of each designated fund is set out in the notes to the financial statements.

Restricted funds are funds which are to be used in accordance with specific restrictions imposed by donors or which have been raised by the charity for particular purposes. The costs of raising and administering such funds are charged against the specific fund. The aim and use of each restricted fund is set out in the notes to the financial statements.

Investment income, gains and losses are allocated to the appropriate fund.

The Chanctonbury Community Playscheme CIO

Notes to the financial statements
For the year ended 31 December 2020

2. Income from donations and legacies

	Unrestricted funds 2020 £	Total funds 2020 £	Total funds 2019 £
Donations	4,082	4,082	9,319
Grants	-	-	15,000
	<u>4,082</u>	<u>4,082</u>	<u>24,319</u>

3. Investment income

	Unrestricted funds 2020 £	Total funds 2020 £	Total funds 2019 £
Investment income - interest	27	27	83
	<u>27</u>	<u>27</u>	<u>83</u>

4. Analysis of expenditure on charitable activities

Summary by fund type

	Unrestricted funds 2020 £	Total funds 2020 £	Total funds 2019 £
Playscheme	7,781	7,781	64,103
	<u>7,781</u>	<u>7,781</u>	<u>64,103</u>

5. Analysis of expenditure by activities

	Activities undertaken directly 2020 £	Support costs 2020 £	Total funds 2020 £	Total funds 2019 £
Playscheme	6,971	810	7,781	64,103
	<u>6,971</u>	<u>810</u>	<u>7,781</u>	<u>64,103</u>
Total 2019	<u>63,353</u>	<u>750</u>	<u>64,103</u>	

The Chanctonbury Community Playscheme CIO

Notes to the financial statements
For the year ended 31 December 2020

5. Analysis of expenditure by activities (continued)

Analysis of direct costs

	Playscheme 2020 £	Total funds 2020 £	Total funds 2019 £
Staff costs	3,667	3,667	5,500
Depreciation	1,578	1,578	13,127
Sundries	-	-	2,078
Travel costs	485	485	5,487
Entertainment	-	-	6,227
Supplies and refreshments	-	-	1,450
Equipment	-	-	9,563
Volunteer reimbursements	-	-	11,525
Hire of venue	1,241	1,241	8,396
	<u>6,971</u>	<u>6,971</u>	<u>63,353</u>

Analysis of support costs

	Playscheme 2020 £	Total funds 2020 £	Total funds 2019 £
Governance costs	810	810	750
	<u>810</u>	<u>810</u>	<u>750</u>

6. Staff costs

	2020 £	2019 £
Wages and salaries	3,667	5,500
	<u>3,667</u>	<u>5,500</u>

The average number of persons employed by the charity during the year was as follows:

	2020 No.	2019 No.
Staff numbers	1	1
	<u>1</u>	<u>1</u>

No employee received remuneration amounting to more than £60,000 in either year.

The Chanctonbury Community Playscheme CIO

**Notes to the financial statements
For the year ended 31 December 2020**

7. Trustees' remuneration and expenses

During the year, no Trustees received any remuneration or other benefits (2019 - £NIL).

During the year ended 31 December 2020, no Trustee expenses have been incurred (2019 - £NIL).

8. Tangible fixed assets

	Motor vehicles £	Fixtures and fittings £	Computer equipment £	Total £
Cost or valuation				
At 1 January 2020	63,136	14,505	1,841	79,482
At 31 December 2020	<u>63,136</u>	<u>14,505</u>	<u>1,841</u>	<u>79,482</u>
Depreciation				
At 1 January 2020	63,136	13,098	1,670	77,904
Charge for the year	-	1,407	171	1,578
At 31 December 2020	<u>63,136</u>	<u>14,505</u>	<u>1,841</u>	<u>79,482</u>
Net book value				
At 31 December 2020	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
At 31 December 2019	<u>-</u>	<u>1,407</u>	<u>171</u>	<u>1,578</u>

9. Creditors: Amounts falling due within one year

	2020 £	2019 £
Accruals and deferred income	<u>720</u>	<u>750</u>

The Chanctonbury Community Playscheme CIO

Notes to the financial statements
For the year ended 31 December 2020

10. Statement of funds

Statement of funds - current year

	Balance at 1 January 2020 £	Income £	Expenditure £	Transfers in/out £	Balance at 31 December 2020 £
Unrestricted funds					
Designated funds					
Designated Funds	75,000	-	-	(10,000)	65,000
General funds					
General Funds	880	4,109	(7,781)	10,000	7,208
Total Unrestricted funds	75,880	4,109	(7,781)	-	72,208
Restricted funds					
Child funding	4,019	-	-	-	4,019
Total of funds	79,899	4,109	(7,781)	-	76,227

Designated Funds

The designated fund has been put aside to cover any necessary costs that would occur in the notice period for the which the charity would be required to give its users. This is reviewed annually by the Trustees and increased or decreased when required. During the year £10,000 has been transferred from designated funds to general funds to bring general funds into a surplus position.

Restricted funds - Child Funding

The child funding restricted fund has been set to provide funding for children whose parents are unable to meet the Playscheme parent contributions and unable to obtain any other source of funding.

The Chanctonbury Community Playscheme CIO

Notes to the financial statements
For the year ended 31 December 2020

10. Statement of funds (continued)

Statement of funds - prior year

	Balance at 1 January 2019 £	Income £	Expenditure £	Balance at 31 December 2019 £
Unrestricted funds				
Designated funds				
Designated Funds	75,000	-	-	75,000
General funds				
General Funds	17,453	47,530	(64,103)	880
Total Unrestricted funds	<u>92,453</u>	<u>47,530</u>	<u>(64,103)</u>	<u>75,880</u>
Restricted funds				
Child funding	4,019	-	-	4,019
Total of funds	<u>96,472</u>	<u>47,530</u>	<u>(64,103)</u>	<u>79,899</u>

11. Analysis of net assets between funds

Analysis of net assets between funds - current period

	Unrestricted funds 2020 £	Restricted funds 2020 £	Total funds 2020 £
Current assets	72,928	4,019	76,947
Creditors due within one year	(720)	-	(720)
Total	<u>72,208</u>	<u>4,019</u>	<u>76,227</u>

The Chanctonbury Community Playscheme CIO

Notes to the financial statements For the year ended 31 December 2020

11. Analysis of net assets between funds (continued)

Analysis of net assets between funds - prior period

	Unrestricted funds 2019 £	Restricted funds 2019 £	Total funds 2019 £
Tangible fixed assets	1,578	-	1,578
Current assets	75,052	4,019	79,071
Creditors due within one year	(750)	-	(750)
Total	75,880	4,019	79,899

12. Related party transactions

The charity has not entered into any related party transaction during the year, nor are there any outstanding balances owing between related parties and the charity at 31 December 2020.