

## **THE CHANCTONBURY COMMUNITY PLAYScheme CIO**

Trustees' Report for the year ended 31<sup>st</sup> December 2023

---

The Trustees present their annual report together with the financial statements of the charity for the year ended 31<sup>st</sup> 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 31<sup>st</sup> 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

<b>Trustees:</b>	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.

# **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 31<sup>st</sup> 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 31<sup>st</sup> 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	<u>56125</u>	<u>-</u>	<u>56125</u>	<u>33309</u>
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	<u>39662</u>	<u>-</u>	<u>39662</u>	<u>24499</u>
NET RECEIPTS	16463	-	16463	8810
Cash Funds, 1.1.23	80719	4019	84738	75928
Cash Funds, 31.12.23	<u>97182</u>	<u>4019</u>	<u>101201</u>	<u>84738</u>

## THE CHANCTONBURY COMMUNITY PLAYScheme CIO

Statement of Assets & Liabilities as at 31<sup>st</sup> 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