

OUR SPACE (STAFFS) LTD

England & Wales · Charity number 1169347

Details

Other names	OUR SPACE
Status	Registered
Legal form	Charitable company
Company number	10007655
Registered	2016-09-26
Register	View on the Charity Commission register

Contact

Address	The Brook Centre Stanier Street Newcastle ST5 2SU
Phone	01782 436758
Email	office@ourspacestaffs.org.uk
Website	www.ourspacestaffs.org.uk

Activities

Objects: (1) TO PROMOTE THE BENEFIT OF CHILDREN, YOUNG PEOPLE AND ADULTS WITH A DISABILITY (INCLUDING LEARNING DISABILITY, PHYSICAL DISABILITY, SENSORY IMPAIRMENT, BEHAVIOURAL AND EMOTIONAL DIFFICULTIES), WITHOUT DISTINCTION OF GENDER, SEXUAL ORIENTATION, RACE OR INDIVIDUAL FINANCIAL MEANS, OR OF POLITICAL, RELIGIOUS OR OTHER OPINIONS BY THE PROVISION OF PLAY, SOCIAL AND EDUCATIONAL OPPORTUNITIES; AND(2) IN UNDERTAKING THE ABOVE, TO PROVIDE THE OPPORTUNITY FOR THE FAMILIES OF SUCH CHILDREN, YOUNG PEOPLE AND ADULTS TO OBTAIN RESPITE AND SUPPORT.

Activities: The provision of play and recreational facilities and activities for children and adults with disabilities and their families.

Classification

- **How:** Provides Buildings/facilities/open Space, Provides Services
- **What:** Disability
- **Who:** Children/young People, People With Disabilities

Geography

- Cheshire East
- Cheshire West & Chester
- Staffordshire
- Stoke-on-trent City

Finances

Period end	Income	Expenditure	Assets	Employees
2025-03-31	£158,107	£136,344	-	-
2024-03-31	£126,884	£117,543	-	-
2023-03-31	£191,473	£140,954	-	-
2022-03-31	£164,867	£99,236	-	-
2021-03-31	£95,736	£78,103	-	-

Trustees

Name	Role	Appointed
CHRISTINA LOFTUS		2016-04-04
FAYE LOUISE JOHNSON		2016-04-04
HANNAH RUTH DEAN		2016-02-16

OUR SPACE (STAFFS) LTD

England & Wales - Charity number 1169347

Accounts

Company registration number: 10007655

Charity registration number: 1169347

Our Space (Staffs) Limited

known as

Our Space

(A company limited by guarantee)

Annual Report and Financial Statements

for the Year Ended 31 March 2025

Daryl Denson ACMA
VAST
The Dudson Centre
Hope Street
Hanley
Stoke-on-Trent
Staffordshire
ST1 5DD

Our Space (Staffs) Limited

known as Our Space

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Our Space (Staffs) Limited

known as Our Space

Reference and Administrative Details

Trustees	Hannah Dean, Treasurer Faye Johnson, Secretary Christina Loftus
Senior Management / Leadership Team	Jane Smith, Head of Charity
Registered Office	The Brook Centre Stanier Street Newcastle under Lyme Staffordshire ST5 2SU The charity is incorporated in England.
Company Registration Number	10007655
Charity Registration Number	1169347
Bankers	Nat West Newcastle High Street Newcastle- Under-Lyme Staffordshire
Independent Examiner	Daryl Denson ACMA VAST The Dudson Centre Hope Street Hanley Stoke-on-Trent Staffordshire ST1 5DD

Our Space (Staffs) Limited

known as Our Space

Trustees' Report (incorporating Directors' Report)

The trustees, who are directors for the purposes of company law, present the annual report together with the financial statements and auditors' report of the charitable company for the year ended 31 March 2025.

Charity Overview

Our Space (Staffs) Ltd is a charity set up in February 2016 to provide activities and facilities for children and adults with disabilities and their families.

Based at The Brook Centre, Newcastle-under-Lyme, our premises provide the specialist facilities needed in order to be able to deliver a fully-accessible service; our variety of sessions are run by a team of paid staff with support from volunteers.

The 2024-2025 year has seen our service provision continue to grow with a full diary throughout the year and an increase in numbers at all sessions - our adult sessions in particular have become extremely popular with numbers rising by nearly a fifth from the previous year. We have also had a successful year financially - we have achieved self-sustainability for the second year running, generating enough income that we have not needed to rely on grant funding during the year. We are immensely proud of this achievement.

We have had a website redesign during the year which is helping us promote our services and is providing an excellent platform for people wishing to gain further information about our charity. Since its launch, we have received a huge number of enquiries from people being directed to us from the website, so our online visibility has certainly improved.

We continue to work on plans for the full refurbishment of our outdoor area and this remains a main area of focus for the Board and management team. We have full design plans in place, which can be viewed at the Brook Centre, with the quotation for works totaling £350,000. This is an ambitious project but, with much of the existing play equipment reaching the end of its working life, it is essential that we bring our plans to fruition in order that we can continue to offer the best facilities for our members. We currently have £127,500 in our fund for this project and we are applying for grants to raise the balance needed. Our aim is to be able to start work in the next 12 months - if funds have not been fully achieved by this point we will look to split the project into 3 phases in order to afford us the extra time needed to raise the monies required.

The rest of this report goes into more detail about our achievements for the year and our hopes for the future, but in summary we have had a very positive and successful 12 months and we are looking forward to the coming year with hope and enthusiasm.

Objectives and activities

Objects and aims

The purposes of Our Space as set out in our Articles of Association are:

-To promote the benefit of children, young people and adults with a disability (including learning disability, physical disability, sensory impairment, behavioural and emotional difficulties), without distinction of gender, sexual orientation, race or individual financial means, or of political, religious or other opinions by the provision of play, social and educational opportunities.

-To provide opportunities for the families of such children, young people and adults to obtain respite and support.

Public benefit

Our main activities in the 2024-2025 year were the provision of sessions to benefit children, young people and adults with a disability and their families, and fundraising activities to enable us to provide these sessions.

Our Space (Staffs) Limited

known as Our Space

Trustees' Report (incorporating Directors' Report)

The trustees confirm that they have complied with the requirements of section 4 of the Charities Act 2011 to have due regard to the public benefit guidance published by the Charity Commission for England and Wales.

Achievements and performance

Sessions and activities provided

During the course of the year Our Space provided:

(a) Evening Club Sessions

Our Space Juniors takes place every Tuesday evening for children with a disability aged 8 to 12 years.

Our Space Seniors takes place every Thursday evening for young people aged 13 to 18 years.

Our Space Plus+ takes place every Friday evening for young adults aged 18 upwards.

All these club sessions provide members with the opportunity to meet with friends, socialise and take part in recreational activities - for some this is their only social activity and the only opportunity they have to gain independence away from their parents/ carers.

Over the 12-month period, the three sessions offered regular weekly places to 52 children, teenagers and young adults and saw a footfall of 1619 young people.

(b) Adult Drop-In Sessions

Our Space Adult Social takes place weekly on a Wednesday evening. These sessions are for anyone over the age of 16 who has a disability to attend either independently or with a carer. These sessions had a footfall over the 12-month period of 1269 teenagers and adults with a disability and 594 carers.

Our monthly disco, for anyone over the age of 16 who has a disability, runs on the last Saturday of each month. In the 12-month period, disco was attended by 406 teenagers and adults with a disability and 160 carers.

In the last 12 months both our Adult Social and Disco have really grown in popularity, attracting an increase in footfall of teenagers and adults with a disability of 17.5% compared with the previous year.

Our Space (Staffs) Limited

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Trustees' Report (incorporating Directors' Report)

(c) Family Sessions

One of our most popular sessions has always been our weekly Saturday afternoon family session which can be attended by any family that has a child with a disability. It is an opportunity for the whole family to attend together; for parents to meet each other, gain mutual support and relax whilst their children, both with and without disabilities, can play in a safe and stimulating environment.

Additional family sessions and family fun days also took place during school holidays and on Sundays, with special activities being provided including drumming, dance, bushcraft and visits from the Animal Man as well as Teddy and Carlos the alpacas! We have also run regular family sessions specifically for children with a disability aged 0-5 years and these have proven to be popular.

The 2024-2025 year has again seen high attendance at family sessions. In the 12-month period, family sessions saw 1513 family visits with 2166 children and young people (1751 with a disability) and 2429 parents/carers benefitting from them. At 31 March 2025 we had 323 individual families who were members of Our Space.

(d) Holiday Playschemes

In the 2024-25 year we ran a short 4-day playscheme during the summer holidays.

Children and young people attended playscheme for either a morning or afternoon session, or stayed for a full day; as well as having access to all the facilities at Our Space, they also had the opportunity to take part in special activities such as music sessions, sports sessions and craft activities.

Over the scheme, 71 places were taken up by children and young people with a disability.

(e) School and Group Visits

During the week, term-time, and at available times at the weekend and during school holidays, special schools and groups are able to make private bookings to make use of the facilities at The Brook Centre.

Over the last 12 months, 397 visits were made by special schools and colleges in the area and by other support groups, as well as by some local adult provisions. In total 2465 children and adults with a disability visited with these groups.

Our diary is currently fully booked for weekday group visits beyond January 2026.

(f) Aiming High Activities

Our Space has continued to be contracted through Action for Children to provide short break activities as part of the Stoke-on-Trent Aiming High programme. From 1st April 2025, we will be delivering Aiming High short breaks but our contract will be directly with Stoke-on-Trent City Council.

In the period we have provided places for disabled children and young people at our holiday family sessions and family fun days, as well as putting on special family fun days exclusively for Aiming High families.

Our Space (Staffs) Limited

known as Our Space

Trustees' Report (incorporating Directors' Report)

Fundraising Activities

Our main fundraising event of 2024-2025 was our sponsored climb of Snowdon in North Wales in September. The weather wasn't kind to us on the day with low cloud cover and gale force winds, but our team successfully reached the summit and safely descended again. The only major drama of the day was Jane's car getting a flat battery while she was manning base camp! We were delighted to raise £5284 from the event and we thank everyone who contributed to the day.

May saw us hold a charity lunch at Peaches Chinese Restaurant in Newcastle. Susan Chan once again put on a fabulous spread for us and helped us raise £514.

In July we held our ever-popular Sizzling Sounds music and BBQ event. With great entertainment provided by The Minstrels of Mischief and Alan Barrett (thank you to both), we had a brilliant day and raised a total of £970.

During the year we organised Easter and Christmas raffles which raised a total of £1324.

Also in the year we had support from Emily Merchant and Tammie Edwards who ran the Potters 'Arf for us, raising £1545, from the Cornerstone Singers, raising £178, from InCap UK's Christmas Jumper Day, raising £383, and from the Newcastle College Memorial Football Match in memory of Meg Newton, raising £102. We thank them all for their support.

Planning has already started for next year's fundraising, the main event being our 10th Anniversary Ball in March 2026.

Our Space (Staffs) Limited

known as Our Space

Trustees' Report (incorporating Directors' Report)

Our Space Staff and Volunteers

Our Space currently employs a team of 13 paid staff:

Jane Smith Head of Charity
Jill Spencer Finance & Administration
Tim Coggins Centre Assistant
John McCafferty Grounds and Cleaning

plus 9 Sessional Playworkers.

Our staff team is our most valuable asset and we take pride in having a team of experienced and professional Playworkers who are key to the successful delivery of all our club sessions and holiday playschemes. Our Playworkers are qualified to a minimum of level 2 or 3 in Playwork and/or Childcare and they also receive training in First Aid, Safeguarding Children and Adults, Manual Handling and Food Hygiene, as well as any other courses which will enhance their working practice. They are the heart and soul of all that we do and we thank them for their hard work, for their dedication, support and friendship.

Volunteers remain an integral part of the successful running of Our Space sessions. The support we gain from our volunteers is invaluable and their dedication and enthusiasm is part of what makes our sessions such a resounding success. We would like to take this opportunity to thank this year's regular volunteers Kelly, Liz, Lauren, Leoni and Esme, who have volunteered at our club sessions, and also to Dave, Nathan and Stanley who have given hours of their time helping to maintain our grounds and whose support continues to be invaluable. We also had 6 students from Keele Medical School who completed a 21-hour placement with us, volunteering at our club sessions.

In addition to our regular volunteers, this year 9 volunteers helped at our summer holiday playscheme sessions. We are indebted both to the support of our playscheme volunteers and to the staff at the local schools and colleges who assist us in their recruitment.

We have also been fortunate to receive the support of The Hanley Economic Building Society during the year, who have supported us by providing work parties to help maintain our grounds. We are very grateful for all their support, they have put in hours of tireless work, often in not the best weather conditions!

Our Space (Staffs) Limited

known as Our Space

Trustees' Report (incorporating Directors' Report)

Trustees and officers

The trustees and officers serving during the year and since the year end were as follows:

Trustees:	Michael Rogalski, Chair (resigned 24 June 2024)
	Hannah Dean, Treasurer
	Faye Johnson, Secretary
	Christina Loftus

Senior Management / Leadership Team:	Jane Smith, Head of Charity
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Financial review

Our financial focus for the 2024-2025 year was again very much on maintaining and improving upon the previous year's levels of self-generated income. Through careful spending, an increase in income generated from our activities and an improved focus on fundraising events, we reached the end of our financial year with only a tiny amount of grant funding. As a team we are extremely proud of what we have achieved and we are continuing to make great strides towards a positive future.

Our total income for 2024-2025 was £158,107 (2023 - £126,884), with expenditure of £136,344 (2023 - £117,543). At the end of the period, the total net assets are £464,664 (2023 - £442,902), of which £121,804 is restricted funds.

Of the £342,860 of unrestricted funds, £38,209 is held as tangible fixed assets. Of the remaining cash, £80,000 is designated as reserves. Our Space has a policy in place to hold 6-9 months' running costs in reserves to cover ongoing costs should there be a loss of funding or a reduction of income, to allow the Charity sufficient time to source alternative funding. Based on projected figures for expenditure for the coming financial year, our current level of reserves meets this requirement.

The Directors have also designated £50,000 to a sinking fund for essential premises repairs. The building is over 30 years old and the outdoor equipment 20 years old, so the likelihood of significant repair work being needed increases every year. It is prudent to prepare for the eventuality of major work being required.

At the end of the 2024-2025 financial year, our designated fund for the refurbishment of our outdoor area stands at £127,500. It is taking us longer than hoped to raise the total monies needed for this project, but we are hoping to raise the balance needed to bring our plans to fruition over the next 12 to 18 months.

It has always been our intention to reach a level of self-sustainability such that we do not need to rely in the future on large grant funding to support our day-to-day activities and staffing costs. In order to achieve this we need to have a strong focus on our own income generation, both through the charging for services offered and through fundraising. This financial year has seen us achieve this goal for the second year running, something of which we are very proud. However, we know the coming year will not be as easy – with rising staffing costs and other general costs, we will need to generate higher levels of income to be able to continue to be self-sustaining.

Our Space (Staffs) Limited

known as Our Space

Trustees' Report (incorporating Directors' Report)

Funding Sources

- Grant funding- small grants have been received from:
 - § Tesco Activities for All - £1000 - funding to support summer holiday activities
 - § Toyota Community Fund - £2000 - funding to support the provision of opportunities for disabled children, their siblings and parents to engage in more physical activities.

- Significant financial and other support has been gratefully received throughout the year from:

- § The James Manning Trust
- § The Food Hub
- § Ann McCabe Solicitors
- § Mr I. Hickton
- § Tracey Joinson
- § Newcastle-under-Lyme Lions Club
- § The Cornerstone Singers
- § Mr and Mrs D. Slack
- § Red Street Santa Fund
- § The Knights Templar
- § Mr S. Knight
- § Mr J. Stokes
- § Newcastle College Memorial Football Match for Meg Newton
- § Emily Merchant & Tammie Edwards
- § InCap UK
- § Kerry Dean
- § Linda Emery
- § Friends of Durham Grove
- § HitMix Radio
- § Knutton Beavers
- § David Hindley
- § In memory of F. Colley
- § Asda Wolstanton
- § Tesco Trent Vale
- § Emma Bridgewater
- § Peak Wildlife Park
- § West Midlands Safari Park
- § New Vic Theatre
- § Peaches Restaurant

Our Space (Staffs) Limited

known as Our Space

Trustees' Report (incorporating Directors' Report)

Plans for future periods

Aims and key objectives for future periods

The 2025-2026 year has started strongly. We have a full diary for weekday bookings and we are continuing to receive a large number of enquiries from new families - family sessions have been busy with many, especially the summer holiday family sessions, full to capacity. Numbers have been rising rapidly at our adult sessions and we have had a number of new members start at our evening club sessions.

It is important now that, having successfully achieved two years of self-sustainability, we are able to continue in this vein – it will not be easy, so we must continue to focus on improved levels of in-house fundraising as well as continuing to focus on improving where we can on service delivery. The coming year will see Newcastle Borough Council start to charge us rent for our premises which will add to our expenditure for the year, so we will need to look at ways to bridge this gap.

As we reached the end of the 2024-2025 year, we had just successfully tendered for a contract with Stoke-on-Trent Council to deliver sessions for their new Aiming High Short Breaks programme. We commenced this contract for a first year on 1st April 2025 and we will hopefully be contracted until March 2029.

2025-2026 will see us moving forward with plans to refurbish our outdoor area - this is our number one priority and we hope to bring at least a first phase to fruition within the year.

2026 will be a significant year for Our Space as we reach our 10th anniversary in February. We are extremely proud of our achievements in this time and will be using the year to celebrate our successes with our members, to reflect and to make plans for the future. We will be kickstarting our celebrations with a 10th Anniversary Charity Ball in March, plans for which are already well underway.

We are excited for the year to come, having already entered it with confidence and financial stability. We know there will be challenges ahead, as there always are for charities such as ours, but with a dedicated team and a wealth of local support, we are confident that we will continue to go from strength to strength.

Structure, governance and management

Nature of governing document

Our Space (Staffs) Ltd is a Company Limited by Guarantee and a Registered Charity governed by its Memorandum and Articles of Association, which were last amended on 31 May 2016.

Recruitment and appointment of trustees

Our Space is governed by a Board of Directors. There are currently 4 Directors, but a maximum of 12 can serve on the Board.

Any family with a child or young person with a disability can apply to Our Space to become members. On becoming a member, they can then nominate Directors for election to the Board at the AGM.

The Board can also appoint a person willing to be a Director and can co-opt individuals to the Board; these appointments would then be ratified by members at the following AGM.

Induction and training of trustees

All Directors receive induction training and receive a handbook of policies and procedures. Training sessions are identified throughout the year that will benefit Directors in the governance of the Charity.

Our Space (Staffs) Limited

known as Our Space

Trustees' Report (incorporating Directors' Report)

Small companies provision statement

This report has been prepared in accordance with the small companies regime under the Companies Act 2006.

The annual report was approved by the trustees of the charity on^{Oct 24, 2025} and signed on its behalf by:



.....
Hannah Dean
Trustee

Our Space (Staffs) Limited

known as Our Space

Independent Examiner's Report to the trustees of Our Space (Staffs) Limited ('the Company')

I report to the charity trustees on my examination of the accounts of the Company for the year ended 31 March 2025.

Responsibilities and basis of report

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

Having satisfied myself that the accounts of the Company are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of your charity's accounts as carried out under section 145 of the Charities Act 2011 ('the 2011 Act'). In carrying out my examination I have followed the Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act.

Independent examiner's statement

I have completed my examination. I confirm that no matters have come to my attention in connection with the examination giving me cause to believe:

1. accounting records were not kept in respect of Our Space (Staffs) Limited as required by section 386 of the 2006 Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the accounting requirements of section 396 of the 2006 Act other than any requirement that the accounts give a 'true and fair view' which is not a matter considered as part of an independent examination; or
4. the accounts have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities [applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)].

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.



.....
Daryl Denson ACMA
VAST

The Dudson Centre
Hope Street
Hanley
Stoke-on-Trent
Staffordshire
ST1 5DD

Date: Oct 24, 2025

Our Space (Staffs) Limited

known as Our Space

Statement of Financial Activities for the Year Ended 31 March 2025 (Including Income and Expenditure Account)

	Note	Unrestricted £	Restricted £	Total 2025 £
Income and Endowments from:				
Donations and legacies	3	35,077	3,000	38,077
Charitable activities	4	95,861	-	95,861
Other trading activities	5	10,940	-	10,940
Investment income	6	13,229	-	13,229
Total Income		<u>155,107</u>	<u>3,000</u>	<u>158,107</u>
Expenditure on:				
Raising funds	7	(1,383)	-	(1,383)
Charitable activities	8	<u>(101,745)</u>	<u>(33,216)</u>	<u>(134,961)</u>
Total Expenditure		<u>(103,128)</u>	<u>(33,216)</u>	<u>(136,344)</u>
Net income/(expenditure)		<u>51,979</u>	<u>(30,216)</u>	<u>21,763</u>
Net movement in funds		51,979	(30,216)	21,763
Reconciliation of funds				
Total funds brought forward		<u>290,881</u>	<u>152,020</u>	<u>442,901</u>
Total funds carried forward	17	<u><u>342,860</u></u>	<u><u>121,804</u></u>	<u><u>464,664</u></u>

The notes on pages 15 to 28 form an integral part of these financial statements.

Our Space (Staffs) Limited

known as Our Space

Statement of Financial Activities for the Year Ended 31 March 2025 (Including Income and Expenditure Account)

Comparative Information for the Previous Year

	Note	Unrestricted £	Restricted £	Total 2024 £
Income and Endowments from:				
Donations and legacies	3	17,238	-	17,238
Charitable activities	4	88,169	-	88,169
Other trading activities	5	12,654	-	12,654
Investment income	6	8,823	-	8,823
Total Income		126,884	-	126,884
Expenditure on:				
Raising funds	7	(1,434)	-	(1,434)
Charitable activities	8	(111,207)	(4,902)	(116,109)
Total Expenditure		(112,641)	(4,902)	(117,543)
Net income/(expenditure)		14,243	(4,902)	9,341
Net movement in funds		14,243	(4,902)	9,341
Reconciliation of funds				
Total funds brought forward		276,638	156,922	433,560
Total funds carried forward	17	290,881	152,020	442,901

All of the charity's activities derive from continuing operations during the above two periods.

The funds breakdown for 2024 is shown in note 17.

The notes on pages 15 to 28 form an integral part of these financial statements.

Our Space (Staffs) Limited

known as Our Space

(Registration number: 10007655)
Balance Sheet as at 31 March 2025

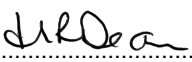
	Note	2025 £	2024 £
Fixed assets			
Tangible assets	13	66,786	72,935
Current assets			
Debtors	14	11,129	7,803
Cash at bank and in hand	15	<u>388,875</u>	<u>364,980</u>
		400,004	372,783
Creditors: Amounts falling due within one year	16	<u>(2,126)</u>	<u>(2,817)</u>
Net current assets		<u>397,878</u>	<u>369,966</u>
Net assets		<u>464,664</u>	<u>442,901</u>
Funds of the charity:			
Restricted income funds			
Restricted funds		121,804	152,020
Unrestricted income funds			
Unrestricted funds		<u>342,860</u>	<u>290,881</u>
Total funds	17	<u>464,664</u>	<u>442,901</u>

For the financial year ending 31 March 2025 the charity was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.

Directors' responsibilities:

- The members have not required the charity to obtain an audit of its accounts for the year in question in accordance with section 476; and
- The directors acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of accounts.

The financial statements on pages 12 to 28 were approved by the trustees, and authorised for issue on Oct 24, 2025 and signed on their behalf by:


.....
Hannah Dean
Trustee

The notes on pages 15 to 28 form an integral part of these financial statements.

Our Space (Staffs) Limited

known as Our Space

Notes to the Financial Statements for the Year Ended 31 March 2025

1 Charity status

The charity is limited by guarantee, incorporated in England, and consequently does not have share capital. Each of the trustees is liable to contribute an amount not exceeding £1 towards the assets of the charity in the event of liquidation.

The address of its registered office is:

The Brook Centre
Stanier Street
Newcastle under Lyme
Staffordshire
ST5 2SU

2 Accounting policies

Summary of significant accounting policies and key accounting estimates

The principal accounting policies applied in the preparation of these financial statements are set out below. These policies have been consistently applied to all the years presented, unless otherwise stated.

Statement of compliance

The financial statements have been prepared in accordance with 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) (effective 1 January 2019) - (Charities SORP (FRS 102)), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102). They also comply with the Companies Act 2006 and Charities Act 2011.

Basis of preparation

Our Space (Staffs) Limited 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 notes.

Going concern

The trustees consider that there are no material uncertainties about the charity's ability to continue as a going concern nor any significant areas of uncertainty that affect the carrying value of assets held by the charity.

Income and endowments

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 the income receivable can be measured reliably.

Donations and legacies

Donations are recognised when the charity has been notified in writing of both the amount and settlement date. In the event that a donation is subject to conditions that require a level of performance by the charity before the charity is entitled to the funds, the income is deferred and not recognised until either those conditions are fully met, or the fulfilment of those conditions is wholly within the control of the charity and it is probable that these conditions will be fulfilled in the reporting period.

Donated services provided on a pro-bono basis are included as income with a relevant expense also being recognised in the SOFA at the cost that would have been charged for the service.

Our Space (Staffs) Limited

known as Our Space

Notes to the Financial Statements for the Year Ended 31 March 2025

Grants receivable

Grants are recognised when the charity has an entitlement to the funds and any conditions linked to the grants have been met. Where performance conditions are attached to the grant and are yet to be met, the income is recognised as a liability and included on the balance sheet as deferred income to be released.

Investment income

Dividends are recognised once the dividend has been declared and notification has been received of the dividend due.

Expenditure

All expenditure is recognised once there is a legal or constructive obligation to that expenditure, it is probable settlement is required and the amount can be measured reliably. All costs are allocated to the applicable expenditure heading that aggregate similar costs to that category. Where costs cannot be directly attributed to particular headings they have been allocated on a basis consistent with the use of resources, with central staff costs allocated on the basis of time spent, and depreciation charges allocated on the portion of the asset's use. Other support costs are allocated based on the spread of staff costs.

Raising funds

These are costs incurred in attracting voluntary income, the management of investments and those incurred in trading activities that raise funds.

Charitable activities

Charitable expenditure comprises those costs incurred by the charity in the delivery of its activities and services for its beneficiaries. It includes both costs that can be allocated directly to such activities and those costs of an indirect nature necessary to support them.

Governance costs

These include the costs attributable to the charity's compliance with constitutional and statutory requirements, including audit, strategic management and trustees meetings and reimbursed expenses.

Taxation

The charity is considered to pass the tests set out in Paragraph 1 Schedule 6 of the Finance Act 2010 and therefore it meets the definition of a charitable company for UK corporation tax purposes. Accordingly, the charity is potentially exempt from taxation in respect of income or capital gains received within categories covered by Chapter 3 Part 11 of the Corporation Tax Act 2010 or Section 256 of the Taxation of Chargeable Gains Act 1992, to the extent that such income or gains are applied exclusively to charitable purposes.

Tangible fixed assets

Individual fixed assets costing £75 or more with an expected lifespan of 5 years or more are initially recorded at cost, less any subsequent accumulated depreciation and subsequent accumulated impairment losses.

Depreciation and amortisation

Depreciation is provided on tangible fixed assets so as to write off the cost or valuation, less any estimated residual value, over their expected useful economic life as follows:

Our Space (Staffs) Limited

known as Our Space

Notes to the Financial Statements for the Year Ended 31 March 2025

Asset class	Depreciation method and rate
Office Equipment	20% reducing balance
Play Equipment	15% reducing balance
Fixed Play Structures	15 years - Straight line
Kitchen Equipment	5 years - Straight line
Gardening Equipment	20% reducing balance

Trade debtors

Trade debtors are amounts due from customers for merchandise sold or services performed in the ordinary course of business.

Trade debtors are recognised initially at the transaction price. They are subsequently measured at amortised cost using the effective interest method, less provision for impairment. A provision for the impairment of trade debtors is established when there is objective evidence that the charity will not be able to collect all amounts due according to the original terms of the receivables.

Cash and cash equivalents

Cash and cash equivalents comprise cash on hand and call deposits, and other short-term highly liquid investments that are readily convertible to a known amount of cash and are subject to an insignificant risk of change in value.

Trade creditors

Trade creditors are obligations to pay for goods or services that have been acquired in the ordinary course of business from suppliers. Accounts payable are classified as current liabilities if the charity does not have an unconditional right, at the end of the reporting period, to defer settlement of the creditor for at least twelve months after the reporting date. If there is an unconditional right to defer settlement for at least twelve months after the reporting date, they are presented as non-current liabilities.

Trade creditors are recognised initially at the transaction price and subsequently measured at amortised cost using the effective interest method.

Our Space (Staffs) Limited

known as Our Space

Notes to the Financial Statements for the Year Ended 31 March 2025

Fund structure

Unrestricted income funds are general funds that are available for use at the trustees discretion in furtherance of the objectives of the charity.

Restricted income funds are those donated for use in a particular area or for specific purposes, the use of which is restricted to that area or purpose.

Pensions and other post retirement obligations

The charity operates a defined contribution pension scheme which is a pension plan under which fixed contributions are paid into a pension fund and the charity has no legal or constructive obligation to pay further contributions even if the fund does not hold sufficient assets to pay all employees the benefits relating to employee service in the current and prior periods.

Contributions to defined contribution plans are recognised in the Statement of Financial Activities when they are due. If contribution payments exceed the contribution due for service, the excess is recognised as a prepayment.

Financial instruments

Classification

Financial assets and financial liabilities are recognised when the charity becomes a party to the contractual provisions of the instrument.

Financial liabilities and equity instruments are classified according to the substance of the contractual arrangements entered into. An equity instrument is any contract that evidences a residual interest in the assets of the charity after deducting all of its liabilities.

Recognition and measurement

All financial assets and liabilities are initially measured at transaction price (including transaction costs), except for those financial assets classified as at fair value through profit or loss, which are initially measured at fair value (which is normally the transaction price excluding transaction costs), unless the arrangement constitutes a financing transaction. If an arrangement constitutes a financing transaction, the financial asset or financial liability is measured at the present value of the future payments discounted at a market rate of interest for a similar debt instrument.

Financial assets and liabilities are only offset in the statement of financial position when, and only when there exists a legally enforceable right to set off the recognised amounts and the charity intends either to settle on a net basis, or to realise the asset and settle the liability simultaneously.

Financial assets are derecognised when and only when a) the contractual rights to the cash flows from the financial asset expire or are settled, b) the charity transfers to another party substantially all of the risks and rewards of ownership of the financial asset, or c) the charity, despite having retained some, but not all, significant risks and rewards of ownership, has transferred control of the asset to another party.

Financial liabilities are derecognised only when the obligation specified in the contract is discharged, cancelled or expires.

Our Space (Staffs) Limited

known as Our Space

Notes to the Financial Statements for the Year Ended 31 March 2025

3 Income from donations and legacies

	Unrestricted funds General £	Restricted funds £	Total 2025 £
Donations and legacies;			
Donations	35,077	-	35,077
Grants, including capital grants;			
Grants from other charities	-	3,000	3,000
	<u>35,077</u>	<u>3,000</u>	<u>38,077</u>
		Unrestricted funds General £	Total 2024 £
Donations and legacies;			
Donations		17,238	17,238
		<u>17,238</u>	<u>17,238</u>

4 Income from charitable activities

	Unrestricted funds General £	Total 2025 £
Centre activities and playschemes	95,861	95,861
	Unrestricted funds General £	Total 2024 £
Centre activities and playschemes	88,169	88,169

Our Space (Staffs) Limited

known as Our Space

Notes to the Financial Statements for the Year Ended 31 March 2025

5 Income from other trading activities

	Unrestricted funds General £	Total 2025 £
Events income;		
Other events income	10,940	10,940
	<u>10,940</u>	<u>10,940</u>
	Unrestricted funds General £	Total 2024 £
Events income;		
Other events income	12,654	12,654
	<u>12,654</u>	<u>12,654</u>

6 Investment income

	Unrestricted funds General £	Total 2025 £
Interest receivable and similar income;		
Interest receivable on bank deposits	13,229	13,229
	<u>13,229</u>	<u>13,229</u>
	Unrestricted funds General £	Total 2024 £
Interest receivable and similar income;		
Interest receivable on bank deposits	8,823	8,823
	<u>8,823</u>	<u>8,823</u>

Our Space (Staffs) Limited

known as Our Space

Notes to the Financial Statements for the Year Ended 31 March 2025

7 Expenditure on raising funds

a) Costs of trading activities

	Note	Unrestricted funds General £	Total 2025 £
Fundraising trading costs;			
Fundraising		1,383	1,383
		<u>1,383</u>	<u>1,383</u>
	Note	Unrestricted funds General £	Total 2024 £
Fundraising trading costs;			
Fundraising		1,434	1,434
		<u>1,434</u>	<u>1,434</u>

8 Expenditure on charitable activities

	Activity undertaken directly £	2025 £
The provision of a service for people with disabilities	134,961	134,961
	Activity undertaken directly £	2024 £
The provision of a service for people with disabilities	116,739	116,739

£101,745 (2024 - £111,207) of the above expenditure was attributable to unrestricted funds and £33,216 (2024 - £4,902) to restricted funds.

Our Space (Staffs) Limited

known as Our Space

Notes to the Financial Statements for the Year Ended 31 March 2025

9 Analysis of governance and support costs

Governance costs

	Unrestricted funds General £	Total 2025 £
Independent examiner fees		
Examination of the financial statements	822	822
Other fees paid to examiners	<u>1,550</u>	<u>1,550</u>
	<u>2,372</u>	<u>2,372</u>
	Unrestricted funds General £	Total 2024 £
Independent examiner fees		
Examination of the financial statements	804	804
Other fees paid to examiners	<u>1,447</u>	<u>1,447</u>
	<u>2,251</u>	<u>2,251</u>

10 Trustees remuneration and expenses

No trustees, nor any persons connected with them, have received any remuneration from the charity during the year.

No trustees have received any reimbursed expenses or any other benefits from the charity during the year.

Our Space (Staffs) Limited

known as Our Space

Notes to the Financial Statements for the Year Ended 31 March 2025

11 Staff costs

The aggregate payroll costs were as follows:

	31 March 2025 £	2024 £
Staff costs during the year were:		
Wages and salaries	101,361	85,339
Pension costs	<u>1,074</u>	<u>1,637</u>
	<u>102,435</u>	<u>86,976</u>

The monthly average number of persons (including senior management team) employed by the charity during the year was as follows:

	2025 No	2024 No
Playworkers	9	9
Management and administration	<u>4</u>	<u>4</u>
	<u>13</u>	<u>13</u>

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

The total employee benefits of the key management personnel of the charity were £Nil (2024 - £Nil).

12 Taxation

The charity is a registered charity and is therefore exempt from taxation.

Our Space (Staffs) Limited

known as Our Space

Notes to the Financial Statements for the Year Ended 31 March 2025

13 Tangible fixed assets

	Furniture and equipment £	Total £
Cost		
At 1 April 2024	89,398	89,398
Additions	369	369
At 31 March 2025	<u>89,767</u>	<u>89,767</u>
Depreciation		
At 1 April 2024	16,463	16,463
Charge for the year	6,518	6,518
At 31 March 2025	<u>22,981</u>	<u>22,981</u>
Net book value		
At 31 March 2025	<u>66,786</u>	<u>66,786</u>
At 31 March 2024	<u>72,935</u>	<u>72,935</u>

14 Debtors

	2025 £	2024 £
Trade debtors	10,770	7,432
Prepayments	359	371
	<u>11,129</u>	<u>7,803</u>

15 Cash and cash equivalents

	2025 £	2024 £
Cash on hand	70	21
Cash at bank	4,388	16,563
Short-term deposits	384,417	348,396
	<u>388,875</u>	<u>364,980</u>

16 Creditors: amounts falling due within one year

	2025 £	2024 £
Trade creditors	1,304	2,013
Accruals	822	804
	<u>2,126</u>	<u>2,817</u>

Our Space (Staffs) Limited

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Notes to the Financial Statements for the Year Ended 31 March 2025

17 Funds

	Balance at 1 April 2024 £	Incoming resources £	Resources expended £	Transfers £	Balance at 31 March 2025 £
Unrestricted funds					
<i>General</i>					
General funds	93,381	155,107	(103,128)	(60,000)	85,360
<i>Designated</i>					
Designated Funds	<u>197,500</u>	<u>-</u>	<u>-</u>	<u>60,000</u>	<u>257,500</u>
Total unrestricted funds	<u>290,881</u>	<u>155,107</u>	<u>(103,128)</u>	<u>-</u>	<u>342,860</u>
Restricted funds					
BBC Children in Need	531	-	(101)	-	430
Newcastle Rotary	1,779	-	(251)	-	1,528
Newcastle Lions	717	-	(134)	-	583
Barracks Trust	1,005	-	(87)	-	918
NCS	343	-	(51)	-	292
Tesco Bags of Help	1,316	-	(119)	-	1,197
Soft Play Appeal	5,876	-	(446)	-	5,430
North Staffordshire Hospitals Children's Trust	120,000	-	(29,156)	-	90,844
Co-op Community Fund	2,251	-	(187)	-	2,064
Postcode Local Trust	11,855	-	(948)	-	10,907
CAF Resilience Fund	2,014	-	(403)	-	1,611
Bernard Sunley Foundation	4,333	-	(333)	-	4,000
Tesco Activities for All	-	1,000	(1,000)	-	-
Toyota	<u>-</u>	<u>2,000</u>	<u>-</u>	<u>-</u>	<u>2,000</u>
Total restricted funds	<u>152,020</u>	<u>3,000</u>	<u>(33,216)</u>	<u>-</u>	<u>121,804</u>
Total funds	<u><u>442,901</u></u>	<u><u>158,107</u></u>	<u><u>(136,344)</u></u>	<u><u>-</u></u>	<u><u>464,664</u></u>

Our Space (Staffs) Limited

known as Our Space

Notes to the Financial Statements for the Year Ended 31 March 2025

Comparative Information for the Previous Year

	Balance at 1 April 2023 £	Incoming resources £	Resources expended £	Balance at 31 March 2024 £
Unrestricted funds				
<i>General</i>				
General funds	79,138	126,884	(112,641)	93,381
<i>Designated</i>				
Designated Funds	197,500	-	-	197,500
Total unrestricted funds	276,638	126,884	(112,641)	290,881
Restricted				
BBC Children in Need	656	-	(125)	531
Newcastle Rotary	2,071	-	(292)	1,779
Newcastle Lions	882	-	(165)	717
Barracks Trust	1,096	-	(91)	1,005
NCS	403	-	(60)	343
Tesco Bags of Help	1,435	-	(119)	1,316
Soft Play Appeal	6,330	-	(454)	5,876
North Staffordshire Hospitals Children's Trust	120,000	-	-	120,000
Co-op Community Fund	4,062	-	(1,811)	2,251
Postcode Local Trust	12,803	-	(948)	11,855
CAF Resilience Fund	2,517	-	(503)	2,014
Bernard Sunley Foundation	4,667	-	(334)	4,333
Total restricted funds	156,922	-	(4,902)	152,020
Total funds	433,560	126,884	(117,543)	442,901

Our Space (Staffs) Limited

known as Our Space

Notes to the Financial Statements for the Year Ended 31 March 2025

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

BBC Children in Need - To pay for a Service Manager and sessional playworkers and the development of our evening and weekend sessions for three years

The Barracks Trust -To replace mats in the soft play area, for christmas party and towards soft play appeal

NCS - A restricted donation to purchase two trikes raised by young people participating in the National Citizenship Service Programme.

Tesco Bags of Help -For the development of a sensory garden area

North Staffordshire Hospitals Children's Trust - For playworkers salaries

Soft Play Appeal - To fully refurbish the soft play area

Sundry restricted funds were received for the purpose of refurbishing the Brook Centre.

CAF Resilience Fund - emergency funding to help charities survive the impact of COVID 19 & further funding towards office furniture, staff costs

CO-OP Community Fund-to be spent on creating a Sensory Trail.

CAF Resilience Fund funding for office furniture, computers & tablets and staffing costs

Post Code Local Trust to fund the outdoor play area

Bernard Sunley Foundation to fund the soft play area refurbishment

B&Q Foundation to fund the renovation of our sensory garden area

Tesco Activities for All - funding to support summer holiday activities and Toyota Community Fund - funding to support the provision of opportunities for disabled children, their siblings and parents to engage in more physical activities.

Designated Funds

Designated funds are funds set aside to ensure that the Charity has the equivalent of between six and nine months' expenditure available (£80,000) to cover ongoing costs should there be a loss of future funding or a reduction of income to allow the Charity sufficient time to source alternative funding or, in extremis, to be able to close the Charity in an orderly and controlled manner. In addition £50,000 has been designated to ensure that there are sufficient funds held to cover any work required on the buildings and £127,500 has been designated towards the replacement of outdoor equipment

Our Space (Staffs) Limited

known as Our Space

Notes to the Financial Statements for the Year Ended 31 March 2025

18 Analysis of net assets between funds

	Unrestricted funds		Restricted funds	Total funds at 31 March 2025
	General	Designated		
	£	£	£	£
Tangible fixed assets	38,209	-	28,577	66,786
Current assets	49,276	257,500	93,228	400,004
Current liabilities	(2,126)	-	-	(2,126)
Total net assets	<u>85,359</u>	<u>257,500</u>	<u>121,805</u>	<u>464,664</u>

Comparative Information for the Previous Year

	Unrestricted funds		Restricted funds	Total funds at 31 March 2024
	General	Designated		
	£	£	£	£
Tangible fixed assets	41,297	-	31,638	72,935
Current assets	54,900	197,500	120,383	372,783
Current liabilities	(2,817)	-	-	(2,817)
Total net assets	<u>93,380</u>	<u>197,500</u>	<u>152,021</u>	<u>442,901</u>

19 Related party transactions

There were no related party transactions in the year.

Our Space 25 Final Accounts

Final Audit Report

2025-10-24

Created:	2025-10-24
By:	VAST Accounts (accounts@vast.org.uk)
Status:	Signed
Transaction ID:	CBJCHBCAABAAElryEVq6K3YuEv0qM_x3lCxxjvl1elwu

"Our Space 25 Final Accounts" History

-  Document created by VAST Accounts (accounts@vast.org.uk)
2025-10-24 - 8:14:07 AM GMT- IP address: 82.31.1.14
-  Document emailed to hannah@ourspacestaffs.co.uk for signature
2025-10-24 - 8:15:53 AM GMT
-  Email viewed by hannah@ourspacestaffs.co.uk
2025-10-24 - 11:14:55 AM GMT- IP address: 104.47.85.62
-  Signer hannah@ourspacestaffs.co.uk entered name at signing as Hannah Dean
2025-10-24 - 11:25:24 AM GMT- IP address: 95.145.144.142
-  Document e-signed by Hannah Dean (hannah@ourspacestaffs.co.uk)
Signature Date: 2025-10-24 - 11:25:26 AM GMT - Time Source: server- IP address: 95.145.144.142
-  Document emailed to Daryl Denson (daryl.denson@vast.org.uk) for signature
2025-10-24 - 11:25:28 AM GMT
-  Email viewed by Daryl Denson (daryl.denson@vast.org.uk)
2025-10-24 - 11:26:00 AM GMT- IP address: 82.31.1.14
-  Document e-signed by Daryl Denson (daryl.denson@vast.org.uk)
Signature Date: 2025-10-24 - 11:26:14 AM GMT - Time Source: server- IP address: 82.31.1.14
-  Agreement completed.
2025-10-24 - 11:26:14 AM GMT



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OUR SPACE (STAFFS) LTD

England & Wales - Charity number 1169347

Accounts

Company registration number: 10007655

Charity registration number: 1169347

Our Space (Staffs) Limited

known as

Our Space

(A company limited by guarantee)

Annual Report and Financial Statements

for the Year Ended 31 March 2024

Daryl Denson ACMA
VAST
The Dudson Centre
Hope Street
Hanley
Stoke-on-Trent
Staffordshire
ST1 5DD

Our Space (Staffs) Limited

known as Our Space

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Our Space (Staffs) Limited

known as Our Space

Reference and Administrative Details

Trustees	Hannah Dean, Treasurer Faye Johnson, Secretary Christina Loftus
Senior Management / Leadership Team	Jane Smith, Head of Charity
Registered Office	The Brook Centre Stanier Street Newcastle under Lyme Staffordshire ST5 2SU The charity is incorporated in England.
Company Registration Number	10007655
Charity Registration Number	1169347
Bankers	Nat West Newcastle High Street Newcastle- Under-Lyme Staffordshire
Independent Examiner	Daryl Denson ACMA VAST The Dudson Centre Hope Street Hanley Stoke-on-Trent Staffordshire ST1 5DD

Our Space (Staffs) Limited

known as Our Space

Trustees' Report (incorporating Directors' Report)

The trustees, who are directors for the purposes of company law, present the annual report together with the financial statements and auditors' report of the charitable company for the year ended 31 March 2024.

Charity Overview

Our Space (Staffs) Ltd is a charity set up in February 2016 to provide activities and facilities for children and adults with disabilities and their families.

Based at The Brook Centre, Newcastle-under-Lyme, our premises provide the specialist facilities needed in order to be able to deliver a fully-accessible service; our variety of sessions are run by a team of paid staff with support from volunteers.

The 2023-2024 year has seen our service provision continue to grow with a full diary throughout the year and a steady increase in numbers at sessions. We have also had a successful year financially, with us finally achieving twelve months of self-sustainability, generating enough income that we have not needed to rely on any grant funding during the year. We are immensely proud of this achievement.

Our next major project is now the full refurbishment of our outdoor area and this is currently a main area of focus for the Board and management team. Plans have been delayed slightly, but we now have designs and quotes and we hope to be in a position to start applying for grant funding in Autumn 2024. Much of the existing play equipment is reaching the end of its working life so our aim is to be able to bring our plans to fruition by the end of 2025. We already have £67,500 designated to our outdoor refurbishment fund which will stand us in good stead when applying to grant funders for additional support.

We are looking forward to the coming year with hope and enthusiasm.

Objectives and activities

Objects and aims

The purposes of Our Space as set out in our Articles of Association are:

- To promote the benefit of children, young people and adults with a disability (including learning disability, physical disability, sensory impairment, behavioural and emotional difficulties), without distinction of gender, sexual orientation, race or individual financial means, or of political, religious or other opinions by the provision of play, social and educational opportunities.
- To provide opportunities for the families of such children, young people and adults to obtain respite and support.

Public benefit

Our main activities in the 2023-2024 year were the provision of sessions to benefit children, young people and adults with a disability and their families, and fundraising activities to enable us to provide these sessions.

The trustees confirm that they have complied with the requirements of section 4 of the Charities Act 2011 to have due regard to the public benefit guidance published by the Charity Commission for England and Wales.

Our Space (Staffs) Limited

known as Our Space

Trustees' Report (incorporating Directors' Report)

Achievements and performance

Sessions and activities provided

During the course of the year Our Space provided:

(a) Evening Club Sessions

Our Space Juniors takes place every Tuesday evening for children with a disability aged 8 to 12 years.

Our Space Seniors takes place every Thursday evening for young people aged 13 to 18 years.

Our Space Plus+ takes place every Friday evening for young adults aged 18 upwards.

All these club sessions provide members with the opportunity to meet with friends, socialise and take part in recreational activities - for some this is their only social activity and the only opportunity they have to gain independence away from their parents/ carers.

Over the 12-month period, the three sessions offered regular weekly places to 50 children, teenagers and young adults and saw a footfall of 1584 young people.

(b) Adult Drop-In Sessions

Our Space Adult Social takes place weekly on a Wednesday evening. These sessions are for anyone over the age of 16 who has a disability to attend either independently or with a carer. These sessions had a footfall over the 12-month period of 1094 teenagers and adults with a disability and 482 carers.

Our monthly disco, for anyone over the age of 16 who has a disability, runs on the last Saturday of each month. In the 12-month period, disco was attended by 331 teenagers and adults with a disability and 71 carers.

(c) Family Sessions

One of our most popular sessions has always been our weekly Saturday afternoon family session which can be attended by any family that has a child with a disability. It is an opportunity for the whole family to attend together; for parents to meet each other, gain mutual support and relax whilst their children, both with and without disabilities, can play in a safe and stimulating environment.

Additional family sessions and family fun days also took place during school holidays and on Sundays, with special activities being provided including drumming, dance, bushcraft and visits from the Animal Man as well as Teddy and Carlos the alpacas! We have also run regular family sessions specifically for children with a disability aged 0-5 years and these have proven to be popular.

The 2023-2024 year has really seen attendance at family sessions rocket. In the 12-month period, family sessions saw 1439 family visits with 2143 children and young people (1759 with a disability) and 2193 parents/carers benefitting from them. We currently have 303 individual families who are members of Our Space.

Our Space (Staffs) Limited

known as Our Space

Trustees' Report (incorporating Directors' Report)

(d) Holiday Playschemes

Holiday playschemes took place in the 2023-24 year during the Easter and summer holidays.

Children and young people attended playscheme for either a morning or afternoon session, or stayed for a full day; as well as having access to all the facilities at Our Space, they also had the opportunity to take part in special activities such as music sessions, sports sessions and craft activities.

Over the year, 101 places were offered at playscheme to children and young people with a disability.

(e) School and Group Visits

During the week, term-time, and at available times at the weekend and during school holidays, special schools and groups are able to make private bookings to make use of the facilities at The Brook Centre.

Over the last 12 months, 357 visits were made by special schools and colleges in the area and by other support groups, as well as by some local adult provisions. In total 2143 children and adults with a disability visited with these groups.

Our diary is currently fully booked for weekday group visits until January 2025.

(f) Aiming High Activities

Our Space continues to be contracted through Action for Children to provide short break activities as part of the Stoke-on-Trent Aiming High programme.

In the period we have provided places for disabled children and young people at our holiday family sessions and family fun days, as well as putting on special family fun days exclusively for Aiming High families.

Fundraising Activities

The 2023-2024 year saw us organise our first sponsored event since before the pandemic and a healthy return to larger scale fundraising. This has been necessary for us to be able to meet the ever-rising running costs of the charity.

In September 2023 we organised a charity abseil event from Millers Dale Bridge in the Peak District. A team of 33 took on the challenge and the magnificent total of £7273.61 was raised.

In addition to our sponsored abseil, in July 2023, Trustee Faye decided to brave the shave in a sponsored head-shave. The event took place during a Saturday family session and was live-streamed on our Facebook page. Faye raised a marvellous £2569.72 - she is now planning her next challenge!

During the year we organised Easter and Christmas raffles which raised a total of £944.

Also in September 2023, we supported the Knights Templar UK in their fundraising for us - they held a Family Fun Day event at our premises with music, a BBQ and a visit from the Harley Davidson Motorcycle Club. They raised £620.78 and we thank them for their ongoing support.

Our aim for 2023-2024 is to sustain this improved level of in-house fundraising. We are already planning a sponsored climb of Snowdon which we hope will raise a significant amount of money.

Our Space (Staffs) Limited

known as Our Space

Trustees' Report (incorporating Directors' Report)

Our Space Staff and Volunteers

Our Space currently employs a team of 14 paid staff:

Jane Smith Head of Charity
Jill Spencer Finance & Administration
Tim Coggins Centre Assistant
John McCafferty Grounds and Cleaning

plus 10 Sessional Playworkers.

Our staff team is our most valuable asset and we take pride in having a team of experienced and professional Playworkers who are key to the successful delivery of all our club sessions and holiday playschemes. Our Playworkers are qualified to a minimum of level 2 or 3 in Playwork and/or Childcare and they also receive training in First Aid, Safeguarding Children and Adults, Manual Handling and Food Hygiene, as well as any other courses which will enhance their working practice. They are the heart and soul of all that we do and we thank them for their hard work, for their dedication, support and friendship.

Volunteers remain an integral part of the successful running of Our Space sessions. The support we gain from our volunteers is invaluable and their dedication and enthusiasm is part of what makes our sessions such a resounding success. We would like to take this opportunity to thank this year's regular volunteers Kelly, Lisa, Amelia, Liz, Martha, Lauren and Darci, who have volunteered at our club sessions, and also to Dave, Shaun, Nathan and Stanley who have given hours of their time helping to maintain our grounds and whose support continues to be invaluable. We also had 6 students from Keele Medical School who completed a 12-week placement with us, volunteering at our club sessions.

In addition to our regular volunteers, this year 12 volunteers helped at our holiday playschemes. We are indebted both to the support of our playscheme volunteers and to the staff at the local schools and colleges who assist us in their recruitment.

We have also been fortunate to receive the support of Wincanton/ Screwfix and B&Q during the year, who have supported us by providing work parties to help maintain our grounds. We are very grateful for all their support, they have put in hours of tireless work between them, often in not the best weather conditions!

Trustees and officers

The trustees and officers serving during the year and since the year end were as follows:

Trustees:	Michael Rogalski, Chair (resigned 24 June 2024)
	Hannah Dean, Treasurer
	Faye Johnson, Secretary
	Christina Loftus

Senior Management / Leadership Team:	Jane Smith, Head of Charity
--------------------------------------	-----------------------------

Our Space (Staffs) Limited

known as Our Space

Trustees' Report (incorporating Directors' Report)

Financial review

Our financial focus for the 2023-2024 year was very much on maintaining and improving upon the previous year's levels of self-generated income. Through careful spending, an increase in income generated from our activities and an improved focus on fundraising events, we reached the end of our financial year without the need for any grant funding. As a team we are extremely proud of what we have achieved and we are continuing to make great strides towards a positive future.

Our total income for 2023-2024 was £126,884 (2022 - £191,473), with expenditure of £117,543 (2022 - £140,943). At the end of the period, the total net assets are £442,901 (2022 - £433,561), of which £152,022 is restricted funds.

Of the £290,880 of unrestricted funds, £41,297 is held as tangible fixed assets. Of the remaining cash, £80,000 is designated as reserves. Our Space has a policy in place to hold 6-9 months' running costs in reserves to cover ongoing costs should there be a loss of funding or a reduction of income, to allow the Charity sufficient time to source alternative funding. Based on projected figures for expenditure for the coming financial year, our current level of reserves meets this requirement.

The Directors have also designated £50,000 to a sinking fund for essential premises repairs. The building is over 30 years old and the outdoor equipment 19 years old, so the likelihood of significant repair work being needed increases every year. It is prudent to prepare for the eventuality of major work being required.

At the end of the 2023-2024 financial year, our designated fund for the refurbishment of our outdoor area stands at £67,500. We are hoping to raise the rest of the monies needed to bring our plans to fruition over the next 12 to 18 months.

It has always been our intention to reach a level of self-sustainability such that we do not need to rely in the future on large grant funding to support our day-to-day activities and staffing costs. In order to achieve this we need to have a strong focus on our own income generation, both through the charging for services offered and through fundraising. This financial year has seen us achieve this goal, something of which we are very proud. However, we know the coming year will not be as easy – with rising staffing costs and other general costs, we will need to generate higher levels of income to be able to continue to be self-sustaining.

Our Space (Staffs) Limited

known as Our Space

Trustees' Report (incorporating Directors' Report)

Funding Sources

Significant financial and other support has been gratefully received throughout the year from:

- § The Food Hub
- § Ann McCabe Solicitors
- § Mr I. Hickton
- § In memory of Peter Dean
- § In memory of Margaret Heath
- § In memory of Howard Griffiths
- § In memory of Cynthia Royall
- § Tracey Joinson
- § Mellor Family
- § Newcastle-under-Lyme Lions Club
- § Mr and Mrs D. Slack
- § Red Street Santa Fund
- § Rotary Club of Newcastle-under-Lyme
- § Mike Lynock and The Knights Templar
- § Mr S. Knight
- § Mid Cheshire Independent Adjudicating Panel
- § Screwfix (from their dress-down day)
- § Jane Brevitt Solicitors
- § Parallel Parents
- § Jennings Family
- § Newcastle College Memorial Football Match for Meg Newton
- § Keele University Drama Society
- § Linda Emery
- § Friends of Durham Grove
- § HitMix Radio
- § Red Street Beavers
- § Steelite International
- § Asda Wolstanton
- § Tesco Trent Vale
- § Tesco Kidsgrove
- § Emma Bridgewater
- § Peak Wildlife Park
- § Blue Planet Aquarium
- § West Midlands Safari Park
- § New Vic Theatre
- § Peaches Restaurant

Our Space (Staffs) Limited

known as Our Space

Trustees' Report (incorporating Directors' Report)

Plans for future periods

Aims and key objectives for future periods

The Future

The 2023-2024 year has started well. We already have a full diary for weekday bookings and we are continuing to receive a large number of enquiries from new families - family sessions have been busy with many, especially the summer holiday family sessions, full to capacity. We are still working on increasing numbers at some of our club sessions, but we are confident that with the number of new families approaching us, we will be able to achieve this.

It is important now that we have successfully reached a year of self-sustainability that we are able to continue in this vein – it will not be easy, so we must continue to focus on improved levels of in-house fundraising as well as continuing to focus on improving where we can on service delivery.

We will be moving forward with plans to refurbish our outdoor area - this is our number one priority and we will be submitting funding bids and launching a fundraising campaign in the coming months.

We have again entered the year with much more confidence and financial certainty than we did the previous year. We are currently in a stable and comfortable financial position and we have many things to which to look forward.

Structure, governance and management

Nature of governing document

Our Space (Staffs) Ltd is a Company Limited by Guarantee and a Registered Charity governed by its Memorandum and Articles of Association, which were last amended on 31 May 2016.

Recruitment and appointment of trustees

Our Space is governed by a Board of Directors. There are currently 4 Directors, but a maximum of 12 can serve on the Board.

Any family with a child or young person with a disability can apply to Our Space to become members. On becoming a member, they can then nominate Directors for election to the Board at the AGM.

The Board can also appoint a person willing to be a Director and can co-opt individuals to the Board; these appointments would then be ratified by members at the following AGM.

Induction and training of trustees

All Directors receive induction training and receive a handbook of policies and procedures. Training sessions are identified throughout the year that will benefit Directors in the governance of the Charity.

Small companies provision statement

This report has been prepared in accordance with the small companies regime under the Companies Act 2006.

The annual report was approved by the trustees of the charity on 21/10/24 and signed on its behalf by:


Hannah Dean
Trustee

Our Space (Staffs) Limited

known as Our Space

Independent Examiner's Report to the trustees of Our Space (Staffs) Limited (‘the Company’)

I report to the charity trustees on my examination of the accounts of the Company for the year ended 31 March 2024.

Responsibilities and basis of report

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

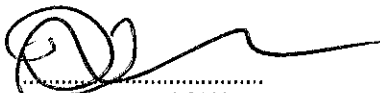
Having satisfied myself that the accounts of the Company are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of your charity's accounts as carried out under section 145 of the Charities Act 2011 ('the 2011 Act'). In carrying out my examination I have followed the Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act.

Independent examiner's statement

I have completed my examination. I confirm that no matters have come to my attention in connection with the examination giving me cause to believe:

1. accounting records were not kept in respect of Our Space (Staffs) Limited as required by section 386 of the 2006 Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the accounting requirements of section 396 of the 2006 Act other than any requirement that the accounts give a 'true and fair view' which is not a matter considered as part of an independent examination; or
4. the accounts have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities [applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)].

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.



Daryl Denson ACMA
VAST

The Dudson Centre
Hope Street
Hanley
Stoke-on-Trent
Staffordshire
ST1 5DD

Date: 20/11/2024

Our Space (Staffs) Limited

known as Our Space

Statement of Financial Activities for the Year Ended 31 March 2024 (Including Income and Expenditure Account)

	Note	Unrestricted £	Restricted £	Total 2024 £
Income and Endowments from:				
Donations and legacies	3	17,238	-	17,238
Charitable activities	4	88,169	-	88,169
Other trading activities	5	12,654	-	12,654
Investment income	6	8,823	-	8,823
Total Income		<u>126,884</u>	<u>-</u>	<u>126,884</u>
Expenditure on:				
Raising funds	7	(1,434)	-	(1,434)
Charitable activities	8	<u>(111,207)</u>	<u>(4,902)</u>	<u>(116,109)</u>
Total Expenditure		<u>(112,641)</u>	<u>(4,902)</u>	<u>(117,543)</u>
Net income/(expenditure)		<u>14,243</u>	<u>(4,902)</u>	<u>9,341</u>
Net movement in funds		14,243	(4,902)	9,341
Reconciliation of funds				
Total funds brought forward		<u>276,638</u>	<u>156,922</u>	<u>433,560</u>
Total funds carried forward	17	<u><u>290,881</u></u>	<u><u>152,020</u></u>	<u><u>442,901</u></u>

The notes on pages 13 to 26 form an integral part of these financial statements.

Our Space (Staffs) Limited

known as Our Space

Statement of Financial Activities for the Year Ended 31 March 2024 (Including Income and Expenditure Account)

Comparative Information for the Previous Year

	Note	Unrestricted £	Restricted £	Total 2023 £
Income and Endowments from:				
Donations and legacies	3	69,984	32,807	102,791
Charitable activities	4	79,821	-	79,821
Other trading activities	5	4,851	-	4,851
Investment income	6	4,010	-	4,010
Total Income		<u>158,666</u>	<u>32,807</u>	<u>191,473</u>
Expenditure on:				
Raising funds	7	(243)	-	(243)
Charitable activities	8	<u>(67,610)</u>	<u>(73,101)</u>	<u>(140,711)</u>
Total Expenditure		<u>(67,853)</u>	<u>(73,101)</u>	<u>(140,954)</u>
Net income/(expenditure)		<u>90,813</u>	<u>(40,294)</u>	<u>50,519</u>
Net movement in funds		90,813	(40,294)	50,519
Reconciliation of funds				
Total funds brought forward		<u>185,825</u>	<u>197,216</u>	<u>383,041</u>
Total funds carried forward	17	<u><u>276,638</u></u>	<u><u>156,922</u></u>	<u><u>433,560</u></u>

All of the charity's activities derive from continuing operations during the above two periods.

The funds breakdown for 2023 is shown in note 17.

Our Space (Staffs) Limited
known as Our Space
(Registration number: 10007655)
Balance Sheet as at 31 March 2024

	Note	2024 £	2023 £
Fixed assets			
Tangible assets	13	72,935	79,280
Current assets			
Debtors	14	7,803	6,764
Cash at bank and in hand	15	364,980	349,069
		372,783	355,833
Creditors: Amounts falling due within one year	16	(2,817)	(1,553)
Net current assets		369,966	354,280
Net assets		442,901	433,560
Funds of the charity:			
Restricted income funds			
Restricted funds		152,020	156,922
Unrestricted income funds			
Unrestricted funds		290,881	276,638
Total funds	17	442,901	433,560

For the financial year ending 31 March 2024 the charity was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.

Directors' responsibilities:

- The members have not required the charity to obtain an audit of its accounts for the year in question in accordance with section 476; and
- The directors acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of accounts.

The financial statements on pages 10 to 26 were approved by the trustees, and authorised for issue on 21/10/24 and signed on their behalf by:



 Hannah Dean
 Trustee

The notes on pages 13 to 26 form an integral part of these financial statements.

Our Space (Staffs) Limited

known as Our Space

Notes to the Financial Statements for the Year Ended 31 March 2024

1 Charity status

The charity is limited by guarantee, incorporated in England, and consequently does not have share capital. Each of the trustees is liable to contribute an amount not exceeding £1 towards the assets of the charity in the event of liquidation.

The address of its registered office is:

The Brook Centre
Stanier Street
Newcastle under Lyme
Staffordshire
ST5 2SU

2 Accounting policies

Summary of significant accounting policies and key accounting estimates

The principal accounting policies applied in the preparation of these financial statements are set out below. These policies have been consistently applied to all the years presented, unless otherwise stated.

Statement of compliance

The financial statements have been prepared in accordance with 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) (effective 1 January 2019) - (Charities SORP (FRS 102)), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102). They also comply with the Companies Act 2006 and Charities Act 2011.

Basis of preparation

Our Space (Staffs) Limited 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 notes.

Going concern

The trustees consider that there are no material uncertainties about the charity's ability to continue as a going concern nor any significant areas of uncertainty that affect the carrying value of assets held by the charity.

Income and endowments

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 the income receivable can be measured reliably.

Donations and legacies

Donations are recognised when the charity has been notified in writing of both the amount and settlement date. In the event that a donation is subject to conditions that require a level of performance by the charity before the charity is entitled to the funds, the income is deferred and not recognised until either those conditions are fully met, or the fulfilment of those conditions is wholly within the control of the charity and it is probable that these conditions will be fulfilled in the reporting period.

Donated services provided on a pro-bono basis are included as income with a relevant expense also being recognised in the SOFA at the cost that would have been charged for the service.

Our Space (Staffs) Limited

known as Our Space

Notes to the Financial Statements for the Year Ended 31 March 2024

Grants receivable

Grants are recognised when the charity has an entitlement to the funds and any conditions linked to the grants have been met. Where performance conditions are attached to the grant and are yet to be met, the income is recognised as a liability and included on the balance sheet as deferred income to be released.

Investment income

Dividends are recognised once the dividend has been declared and notification has been received of the dividend due.

Expenditure

All expenditure is recognised once there is a legal or constructive obligation to that expenditure, it is probable settlement is required and the amount can be measured reliably. All costs are allocated to the applicable expenditure heading that aggregate similar costs to that category. Where costs cannot be directly attributed to particular headings they have been allocated on a basis consistent with the use of resources, with central staff costs allocated on the basis of time spent, and depreciation charges allocated on the portion of the asset's use. Other support costs are allocated based on the spread of staff costs.

Raising funds

These are costs incurred in attracting voluntary income, the management of investments and those incurred in trading activities that raise funds.

Charitable activities

Charitable expenditure comprises those costs incurred by the charity in the delivery of its activities and services for its beneficiaries. It includes both costs that can be allocated directly to such activities and those costs of an indirect nature necessary to support them.

Governance costs

These include the costs attributable to the charity's compliance with constitutional and statutory requirements, including audit, strategic management and trustees meetings and reimbursed expenses.

Taxation

The charity is considered to pass the tests set out in Paragraph 1 Schedule 6 of the Finance Act 2010 and therefore it meets the definition of a charitable company for UK corporation tax purposes. Accordingly, the charity is potentially exempt from taxation in respect of income or capital gains received within categories covered by Chapter 3 Part 11 of the Corporation Tax Act 2010 or Section 256 of the Taxation of Chargeable Gains Act 1992, to the extent that such income or gains are applied exclusively to charitable purposes.

Tangible fixed assets

Individual fixed assets costing £75 or more with an expected lifespan of 5 years or more are initially recorded at cost, less any subsequent accumulated depreciation and subsequent accumulated impairment losses.

Depreciation and amortisation

Depreciation is provided on tangible fixed assets so as to write off the cost or valuation, less any estimated residual value, over their expected useful economic life as follows:

Our Space (Staffs) Limited

known as Our Space

Notes to the Financial Statements for the Year Ended 31 March 2024

Asset class	Depreciation method and rate
Office Equipment	20% reducing balance
Play Equipment	15% reducing balance
Fixed Play Structures	15 years - Straight line
Kitchen Equipment	5 years - Straight line
Gardening Equipment	20% reducing balance

Trade debtors

Trade debtors are amounts due from customers for merchandise sold or services performed in the ordinary course of business.

Trade debtors are recognised initially at the transaction price. They are subsequently measured at amortised cost using the effective interest method, less provision for impairment. A provision for the impairment of trade debtors is established when there is objective evidence that the charity will not be able to collect all amounts due according to the original terms of the receivables.

Cash and cash equivalents

Cash and cash equivalents comprise cash on hand and call deposits, and other short-term highly liquid investments that are readily convertible to a known amount of cash and are subject to an insignificant risk of change in value.

Trade creditors

Trade creditors are obligations to pay for goods or services that have been acquired in the ordinary course of business from suppliers. Accounts payable are classified as current liabilities if the charity does not have an unconditional right, at the end of the reporting period, to defer settlement of the creditor for at least twelve months after the reporting date. If there is an unconditional right to defer settlement for at least twelve months after the reporting date, they are presented as non-current liabilities.

Trade creditors are recognised initially at the transaction price and subsequently measured at amortised cost using the effective interest method.

Our Space (Staffs) Limited

known as Our Space

Notes to the Financial Statements for the Year Ended 31 March 2024

Fund structure

Unrestricted income funds are general funds that are available for use at the trustees discretion in furtherance of the objectives of the charity.

Restricted income funds are those donated for use in a particular area or for specific purposes, the use of which is restricted to that area or purpose.

Pensions and other post retirement obligations

The charity operates a defined contribution pension scheme which is a pension plan under which fixed contributions are paid into a pension fund and the charity has no legal or constructive obligation to pay further contributions even if the fund does not hold sufficient assets to pay all employees the benefits relating to employee service in the current and prior periods.

Contributions to defined contribution plans are recognised in the Statement of Financial Activities when they are due. If contribution payments exceed the contribution due for service, the excess is recognised as a prepayment.

Financial instruments

Classification

Financial assets and financial liabilities are recognised when the charity becomes a party to the contractual provisions of the instrument.

Financial liabilities and equity instruments are classified according to the substance of the contractual arrangements entered into. An equity instrument is any contract that evidences a residual interest in the assets of the charity after deducting all of its liabilities.

Recognition and measurement

All financial assets and liabilities are initially measured at transaction price (including transaction costs), except for those financial assets classified as at fair value through profit or loss, which are initially measured at fair value (which is normally the transaction price excluding transaction costs), unless the arrangement constitutes a financing transaction. If an arrangement constitutes a financing transaction, the financial asset or financial liability is measured at the present value of the future payments discounted at a market rate of interest for a similar debt instrument.

Financial assets and liabilities are only offset in the statement of financial position when, and only when there exists a legally enforceable right to set off the recognised amounts and the charity intends either to settle on a net basis, or to realise the asset and settle the liability simultaneously.

Financial assets are derecognised when and only when a) the contractual rights to the cash flows from the financial asset expire or are settled, b) the charity transfers to another party substantially all of the risks and rewards of ownership of the financial asset, or c) the charity, despite having retained some, but not all, significant risks and rewards of ownership, has transferred control of the asset to another party.

Financial liabilities are derecognised only when the obligation specified in the contract is discharged, cancelled or expires.

Our Space (Staffs) Limited

known as Our Space

Notes to the Financial Statements for the Year Ended 31 March 2024

3 Income from donations and legacies

	Unrestricted funds General £	Total 2024 £	
Donations and legacies;			
Donations	17,238	17,238	
	<u>17,238</u>	<u>17,238</u>	
	Unrestricted funds General £	Restricted funds £	Total 2023 £
Donations and legacies;			
Donations	69,984	2,831	72,815
Grants, including capital grants;			
Grants from other charities	-	29,976	29,976
	<u>69,984</u>	<u>32,807</u>	<u>102,791</u>

4 Income from charitable activities

	Unrestricted funds General £	Total 2024 £
Centre activities and playschemes	88,169	88,169
	Unrestricted funds General £	Total 2023 £
Centre activities and playschemes	79,821	79,821

Our Space (Staffs) Limited

known as Our Space

Notes to the Financial Statements for the Year Ended 31 March 2024

5 Income from other trading activities

	Unrestricted funds General £	Total 2024 £
Events income;		
Other events income	12,654	12,654
	<u>12,654</u>	<u>12,654</u>
	Unrestricted funds General £	Total 2023 £
Events income;		
Other events income	4,851	4,851
	<u>4,851</u>	<u>4,851</u>

6 Investment income

	Unrestricted funds General £	Total 2024 £
Interest receivable and similar income;		
Interest receivable on bank deposits	8,823	8,823
	<u>8,823</u>	<u>8,823</u>
	Unrestricted funds General £	Total 2023 £
Interest receivable and similar income;		
Interest receivable on bank deposits	4,010	4,010
	<u>4,010</u>	<u>4,010</u>

Our Space (Staffs) Limited

known as Our Space

Notes to the Financial Statements for the Year Ended 31 March 2024

7 Expenditure on raising funds

a) Costs of trading activities

	Note	Unrestricted funds General £	Total 2024 £
Fundraising trading costs;			
Fundraising		1,434	1,434
		<u>1,434</u>	<u>1,434</u>
	Note	Unrestricted funds General £	Total 2023 £
Fundraising trading costs;			
Fundraising		243	243
		<u>243</u>	<u>243</u>

8 Expenditure on charitable activities

	Activity undertaken directly £	2024 £
The provision of a service for people with disabilities	116,739	116,739
	<u>116,739</u>	<u>116,739</u>
	Activity undertaken directly £	2023 £
The provision of a service for people with disabilities	140,711	140,711
	<u>140,711</u>	<u>140,711</u>

£111,837 (2023 - £67,610) of the above expenditure was attributable to unrestricted funds and £4,902 (2023 - £73,101) to restricted funds.

Our Space (Staffs) Limited

known as Our Space

Notes to the Financial Statements for the Year Ended 31 March 2024

9 Analysis of governance and support costs

Governance costs

	Unrestricted funds General £	Total 2024 £
Independent examiner fees		
Examination of the financial statements	804	804
Other fees paid to examiners	1,447	1,447
	<u>2,251</u>	<u>2,251</u>
	Unrestricted funds General £	Total 2023 £
Independent examiner fees		
Examination of the financial statements	768	768
Other fees paid to examiners	1,074	1,074
	<u>1,842</u>	<u>1,842</u>

10 Trustees remuneration and expenses

No trustees, nor any persons connected with them, have received any remuneration from the charity during the year.

No trustees have received any reimbursed expenses or any other benefits from the charity during the year.

Our Space (Staffs) Limited

known as Our Space

Notes to the Financial Statements for the Year Ended 31 March 2024

11 Staff costs

The aggregate payroll costs were as follows:

	31 March 2024	2023
	£	£
Staff costs during the year were:		
Wages and salaries	85,339	83,941
Pension costs	<u>1,637</u>	<u>1,152</u>
	<u>86,976</u>	<u>85,093</u>

The monthly average number of persons (including senior management team) employed by the charity during the year was as follows:

	2024	2023
	No	No
Playworkers	9	9
Management and administration	<u>4</u>	<u>4</u>
	<u>13</u>	<u>13</u>

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

The total employee benefits of the key management personnel of the charity were £Nil (2023 - £40,314).

12 Taxation

The charity is a registered charity and is therefore exempt from taxation.

Our Space (Staffs) Limited

known as Our Space

Notes to the Financial Statements for the Year Ended 31 March 2024

13 Tangible fixed assets

	Furniture and equipment £	Total £
Cost		
At 1 April 2023	88,974	88,974
Additions	424	424
At 31 March 2024	<u>89,398</u>	<u>89,398</u>
Depreciation		
At 1 April 2023	9,693	9,693
Charge for the year	6,770	6,770
At 31 March 2024	<u>16,463</u>	<u>16,463</u>
Net book value		
At 31 March 2024	<u><u>72,935</u></u>	<u><u>72,935</u></u>
At 31 March 2023	<u><u>79,281</u></u>	<u><u>79,281</u></u>

14 Debtors

	2024 £	2023 £
Trade debtors	7,432	6,575
Prepayments	371	189
	<u><u>7,803</u></u>	<u><u>6,764</u></u>

15 Cash and cash equivalents

	2024 £	2023 £
Cash on hand	21	87
Cash at bank	16,563	3,937
Short-term deposits	<u>348,396</u>	<u>345,045</u>
	<u><u>364,980</u></u>	<u><u>349,069</u></u>

16 Creditors: amounts falling due within one year

	2024 £	2023 £
Trade creditors	2,013	785
Accruals	804	768
	<u><u>2,817</u></u>	<u><u>1,553</u></u>

Our Space (Staffs) Limited

known as Our Space

Notes to the Financial Statements for the Year Ended 31 March 2024

17 Funds

	Balance at 1 April 2023 £	Incoming resources £	Resources expended £	Balance at 31 March 2024 £
Unrestricted funds				
<i>General</i>				
General funds	79,138	126,884	(112,641)	93,381
<i>Designated</i>				
Designated Funds	197,500	-	-	197,500
Total unrestricted funds	<u>276,638</u>	<u>126,884</u>	<u>(112,641)</u>	<u>290,881</u>
Restricted funds				
BBC Children in Need	656	-	(125)	531
Newcastle Rotary	2,071	-	(292)	1,779
Newcastle Lions	882	-	(165)	717
Barracks Trust	1,096	-	(91)	1,005
NCS	403	-	(60)	343
Tesco Bags of Help	1,435	-	(119)	1,316
Soft Play Appeal	6,330	-	(454)	5,876
North Staffordshire Hospitals Children's Trust	120,000	-	-	120,000
Co-op Community Fund	4,062	-	(1,811)	2,251
Postcode Local Trust	12,803	-	(948)	11,855
CAF Resilience Fund	2,517	-	(503)	2,014
Bernard Sunley Foundation	4,667	-	(334)	4,333
Total restricted funds	<u>156,922</u>	<u>-</u>	<u>(4,902)</u>	<u>152,020</u>
Total funds	<u>433,560</u>	<u>126,884</u>	<u>(117,543)</u>	<u>442,901</u>

Our Space (Staffs) Limited

known as Our Space

Notes to the Financial Statements for the Year Ended 31 March 2024

Comparative Information for the Previous Year

	Balance at 1 April 2022 £	Incoming resources £	Resources expended £	Transfers £	Balance at 31 March 2023 £
Unrestricted funds					
<i>General</i>					
General funds	73,753	158,666	(67,853)	(85,428)	79,138
<i>Designated</i>					
Designated Funds	112,072	-	-	85,428	197,500
Total unrestricted funds	<u>185,825</u>	<u>158,666</u>	<u>(67,853)</u>	<u>-</u>	<u>276,638</u>
Restricted					
BBC Children in Need	1,442	-	(155)	(631)	656
Newcastle Rotary	-	1,838	(17)	250	2,071
Newcastle Lions	-	992	(110)	-	882
Barracks Trust	237	-	(95)	954	1,096
NCS	590	-	(71)	(116)	403
Sundry restricted funds	1,249	-	-	(1,249)	-
Tesco Bags of Help	(238)	-	(119)	1,792	1,435
Soft Play Appeal	7,750	-	(420)	(1,000)	6,330
North Staffordshire Hospitals Children's Trust	120,000	-	-	-	120,000
Co-op Community Fund	2,625	3,724	(2,287)	-	4,062
Postcode Local Trust	13,751	-	(948)	-	12,803
CAF Resilience Fund	41,730	26,253	(65,466)	-	2,517
Bernard Sunley Foundation	5,000	-	(333)	-	4,667
B&Q Foundation	3,080	-	(3,080)	-	-
Total restricted funds	<u>197,216</u>	<u>32,807</u>	<u>(73,101)</u>	<u>-</u>	<u>156,922</u>
Total funds	<u>383,041</u>	<u>191,473</u>	<u>(140,954)</u>	<u>-</u>	<u>433,560</u>

Our Space (Staffs) Limited

known as Our Space

Notes to the Financial Statements for the Year Ended 31 March 2024

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

BBC Children in Need - To pay for a Service Manager and sessional playworkers and the development of our evening and weekend sessions for three years

The Barracks Trust -To replace mats in the soft play area, for christmas party and towards soft play appeal

NCS - A restricted donation to purchase two trikes raised by young people participating in the National Citizenship Service Programme.

Tesco Bags of Help -For the development of a sensory garden area

North Staffordshire Hospitals Children's Trust - For playworkers salaries

Soft Play Appeal - To fully refurbish the soft play area

Sundry restricted funds were received for the purpose of refurbishing the Brook Centre.

CAF Resilience Fund - emergency funding to help charities survive the impact of COVID 19 & further funding towards office furniture, staff costs

CO-OP Community Fund-to be spent on creating a Sensory Trail.

CAF Resilience Fund funding for office furniture, computers & tablets and staffing costs

Post Code Local Trust to fund the outdoor play area

Bernard Sunley Foundation to fund the soft play area refurbishment

B&Q Foundation to fund the renovation of our sensory garden area

Designated Funds

Designated funds are funds set aside to ensure that the Charity has the equivalent of between six and nine months' expenditure available (£80,000) to cover ongoing costs should there be a loss of future funding or a reduction of income to allow the Charity sufficient time to source alternative funding or, in extremis, to be able to close the Charity in an orderly and controlled manner. In addition £50,000 has been designated to ensure that there are sufficient funds held to cover any work required on the buildings and £67,500 has been designated towards the replacement of outdoor equipment

Our Space (Staffs) Limited

known as Our Space

Notes to the Financial Statements for the Year Ended 31 March 2024

18 Analysis of net assets between funds

	Unrestricted funds		Restricted funds	Total funds at 31 March 2024
	General	Designated		
	£	£	£	£
Tangible fixed assets	41,297	-	31,638	72,935
Current assets	54,900	197,500	120,383	372,783
Current liabilities	(2,817)	-	-	(2,817)
Total net assets	<u>93,380</u>	<u>197,500</u>	<u>152,021</u>	<u>442,901</u>

Comparative Information for the Previous Year

	Unrestricted funds		Restricted funds	Total funds at 31 March 2023
	General	Designated		
	£	£	£	£
Tangible fixed assets	44,364	-	34,916	79,280
Current assets	36,327	197,500	122,006	355,833
Current liabilities	(1,553)	-	-	(1,553)
Total net assets	<u>79,138</u>	<u>197,500</u>	<u>156,922</u>	<u>433,560</u>

19 Related party transactions

There were no related party transactions in the year.

OUR SPACE (STAFFS) LTD

England & Wales - Charity number 1169347

Accounts

Company registration number: 10007655

Charity registration number: 1169347

Our Space (Staffs) Limited

known as

Our Space

(A company limited by guarantee)

Annual Report and Financial Statements

for the Year Ended 31 March 2023.

Daryl Denson ACMA
VAST
The Dudson Centre
Hope Street
Hanley
Stoke-on-Trent
Staffordshire
ST1 5DD

Our Space (Staffs) Limited
known as Our Space
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Our Space (Staffs) Limited

known as Our Space

Reference and Administrative Details

Trustees	Michael Rogalski, Chair Hannah Dean, Treasurer Faye Johnson, Secretary Christine Loftus
Senior Management / Leadership Team	Jane Smith, Head of Charity Rachel Thomas, Assistant Service Manager
Registered Office	The Brook Centre Stanier Street Newcastle under Lyme Staffordshire ST5 2SU The charity is incorporated in England.
Company Registration Number	10007655
Charity Registration Number	1169347
Bankers	Nat West Newcastle High Street Newcastle- Under-Lyme Staffordshire
Independent Examiner	Daryl Denson ACMA VAST The Dudson Centre Hope Street Haleley Stoke-on-Trent Staffordshire ST1 5DD

Our Space (Staffs) Limited

known as Our Space

Trustees' Report (incorporating Directors' Report)

The trustees, who are directors for the purposes of company law, present the annual report together with the financial statements and auditors' report of the charitable company for the year ended 31 March 2023.

Charity Overview

Our Space (Staffs) Ltd is a charity set up in February 2016 to provide activities and facilities for children and adults with disabilities and their families:

Based at The Brook Centre, Newcastle-under-Lyme, our premises provide the specialist facilities needed in order to be able to deliver a fully-accessible service; our variety of sessions are run by a team of paid staff with support from volunteers.

The 2022-2023 year has seen us finally move on from the upset caused by the pandemic. Our service provision has returned to pre-covid levels. In some areas it has gone beyond, meaning that our income generation for this last financial year has been very healthy, giving us great hope for future stability.

In October 2021 we were delighted to be successful in our application for the second round of CAF (Charities Aid Foundation) Resilience Funding. We were awarded an 18-month grant of £58,758 to help us continue, and grow, our current service provision. This grant enabled us to employ a part-time Assistant Service Manager, covered 50% of the Service Manager's salary and provided for extra administrative hours - the grant period ended at the close of the 2022-2023 period. In addition to the main grant, we also received a £20,000 resilience grant to allow us to employ the services of consultants to help us to work on our organisational resilience and future sustainability; this has proved to have been a huge asset to us. We worked alongside Social Value Business for a 12-month period in order to measure and analyse our Charity's impact and Social Value. The consultants engaged with current service users and other stakeholders to evaluate our Charity and to inform the need and potential for future development. Documents have been produced which will strengthen our future grant applications, the potential for partnership working and commissioning as well as to gain new community and corporate fundraising support. Marketing materials have been produced including a corporate partnership pack and videos.

A big achievement for the 2022-2023 year was finally completing work on the full refurbishment of our soft play area. After the project had been delayed by Covid and lockdowns, the installation of the new soft play itself began in March 2022 and was completed a few weeks later. It has been hugely popular since reopening and has certainly attracted many new families to our sessions.

Our next major project is now the full refurbishment of our outdoor area and this is currently a main area of focus for the Board. Initial plans and quotes have been sourced and we hope to be in a position to start applying for grant funding in Autumn 2023. Much of the existing play equipment is reaching the end of its working life so our aim is to be able to bring our plans to fruition by the end of 2024. We were fortunate, and very grateful, at the end of the 2022-2023 to receive a significant donation to our Charity which has been designated to our outdoor refurbishment fund; this has kickstarted our fundraising and will stand us in good stead when applying to grant funders for additional support.

With regards to finances, we were in a much better position at the end of the 2022-2023 year than we had forecast. Our service provision and income generation surpassed predicted levels and we also made a start on a return to organising fundraising events, something which was put on hold for some time as a result of the pandemic. However, our finances were boosted in the year by the CAF funding, so we need to ensure that we can sustain ourselves financially over the next 12 months now that this funding has come to an end. By improving our focus on fundraising and by continuing to work hard to ensure we are maximising on service provision, we are confident that this will be achieved and we look forward to the coming year with enthusiasm.

Our Space (Staffs) Limited

known as Our Space

Trustees' Report (incorporating Directors' Report)

Objectives and activities

Objects and aims

The purposes of Our Space as set out in our Articles of Association are:

-To promote the benefit of children, young people and adults with a disability (including learning disability, physical disability, sensory impairment, behavioural and emotional difficulties), without distinction of gender, sexual orientation, race or individual financial means, or of political, religious or other opinions by the provision of play, social and educational opportunities.

-To provide opportunities for the families of such children, young people and adults to obtain respite and support.

Public benefit

Our main activities in the 2022-2023 year were the provision of sessions to benefit children, young people and adults with a disability and their families, and fundraising activities to enable us to provide these sessions.

The trustees confirm that they have complied with the requirements of section 4 of the Charities Act 2011 to have due regard to the public benefit guidance published by the Charity Commission for England and Wales.

Achievements and performance

Sessions and activities provided

During the course of the year Our Space provided:

(a) Evening Club Sessions

Our Space Juniors takes place every Tuesday evening for children with a disability aged 8 to 12 years.

Our Space Seniors takes place every Thursday evening for young people aged 13 to 18 years.

Our Space Plus+ takes place every Friday evening for young adults aged 18 upwards.

All these club sessions provide members with the opportunity to meet with friends, socialise and take part in recreational activities - for some this is their only social activity and the only opportunity they have to gain independence away from their parents/ carers.

Over the 12-month period, the three sessions offered regular weekly places to 60 children, teenagers and young adults and saw a footfall of 1561 young people.

(b) Adult Drop-In Sessions

Our Space Adult Social takes place weekly on a Wednesday evening. These sessions are for anyone over the age of 16 who has a disability to attend either independently or with a carer. These sessions had a footfall over the 12-month period of 863 teenagers and adults with a disability and 256 carers.

Our monthly disco, for anyone over the age of 16 who has a disability, restarted in July 2022, having been stopped during the pandemic. In the 9-month period to the end of March 2023, disco was attended by 245 teenagers and adults with a disability and 61 carers.

Our Space (Staffs) Limited

known as Our Space

Trustees' Report (incorporating Directors' Report)

(c) Family Sessions

One of our most popular sessions has always been our weekly Saturday afternoon family session which can be attended by any family that has a child with a disability. It is an opportunity for the whole family to attend together, for parents to meet each other, gain mutual support and relax whilst their children, both with and without disabilities, can play in a safe and stimulating environment.

Additional family sessions and family fun days also took place during school holidays and on Sundays, with special activities being provided including drumming, dance, bushcraft and visits from the Animal Man. We have also started to run regular monthly family sessions specifically for children with a disability aged 0-5 years and these are beginning to prove popular.

The 2022-2023 year has really seen attendance at family sessions rocket, finally returning to pre-Covid levels. In the 12-month period, family sessions saw 1215 family visits with 1851 children and young people (1515 with a disability) and 1818 parents/carers benefiting from them. We currently have 258 individual families who are members of Our Space.

(d) Holiday Playschemes

Holiday playschemes took place in the 2022-23 year during the Easter holiday, summer holiday and May half-term break.

Children and young people attended playscheme for either a morning or afternoon session, or stayed for a full day; as well as having access to all the facilities at Our Space, they also had the opportunity to take part in special activities such as music sessions, sports sessions and craft activities.

Over the three schemes during the year, 329 places were offered to children and young people with a disability.

(e) School and Group Visits

During the week, term-time, and at available times at the weekend and during school holidays, special schools and groups are able to make private bookings to make use of the facilities at The Brook Centre.

Over the last 12 months, we have seen a real increase in demand for these bookings, with 375 visits made by special schools and colleges in the area and by other support groups, as well as by some local adult provisions. In total 2359 children and adults with a disability visited with these groups.

Our diary is currently fully booked for weekday group visits until January 2024.

(f) Aiming High Activities

Our Space continues to be contracted through Action for Children to provide short break activities as part of the Stoke-on-Trent Aiming High programme.

In the period we have provided places for disabled children and young people at our holiday family sessions and family fun days, as well as putting on special family fun days exclusively for Aiming High families.

Our Space (Staffs) Limited

known as Our Space

Trustees' Report (incorporating Directors' Report)

Fundraising Activities

Organised events during and since the pandemic have been minimal, but the 2022-2023 year has seen us try to return to a greater focus on fundraising. Fundraising activities have been organised during the year by the Board of Directors (with support from volunteers) aimed at raising the money needed to support the delivery of sessions, to refurbish and cover the ongoing costs of running The Brook Centre, and to build up reserves for the future financial security of the Charity.

September 2022 saw the return of our "Sizzling Sounds" music event. A number of acts entertained the crowd and the day raised a total of £704. Our thanks are extended to Minstrels of Mischief, The Domesday Morris Dancers and Alan Barrett for giving their time to perform at the event.

We organised Easter and Christmas raffles which raised a total of £601.

Our aim for 2022-2023 is to greatly improve on our in-house fundraising. We are already planning a sponsored abseil event which we hope will raise a significant amount of money.

Our Space Staff and Volunteers

Our Space currently employs a team of 13 paid staff:

Jane Smith Head of Charity
Rachel Thomas Assistant Service Manager (finished March 2023)
Jill Spencer Finance & Administration
John McCafferty Grounds and Cleaning

plus 9 Sessional Playworkers.

Our staff team is our most valuable asset and we take pride in having a team of experienced and professional Playworkers who are key to the successful delivery of all our club sessions and holiday playschemes. All our Playworkers are qualified to a minimum of level 2 or 3 in Playwork and/or Childcare and they also receive training in First Aid, Safeguarding Children and Adults, Manual Handling and Food Hygiene, as well as any other courses which will enhance their working practice. They are the heart and soul of all that we do and we thank them for their hard work, for their dedication, support and friendship.

Volunteers remain an integral part of the successful running of Our Space sessions. The support we gain from our volunteers is invaluable and their dedication and enthusiasm is part of what makes our sessions such a resounding success. We would like to take this opportunity to thank this year's regular volunteers Lisa, Kelly, Amelia, Liz, Daniel, Cassie, Martha, Mihika, Ilakiya and Helena who have volunteered at our club sessions, and also to Dave and Shaun who have given hours of their time helping to maintain our grounds and whose support continues to be invaluable. We also had 6 students from Keele Medical School who completed a 12-week placement with us, volunteering at our club sessions.

In addition to our regular volunteers, this year a total of 22 extra volunteers helped at our holiday playschemes. We are indebted both to the support of our playscheme volunteers and to the staff at the local schools and colleges who assist us in their recruitment.

We have also been fortunate to receive the support of Wincanton/ Screwfix, Vodafone, Pets at Home and Croppers Grounds Maintenance during the year, all of whom have supported us by providing work parties to help maintain our grounds. We are very grateful for all their support, they have put in hours of tireless work between them, often in not the best weather conditions!

Our Space (Staffs) Limited
known as Our Space
Trustees' Report (incorporating Directors' Report)

Trustees and officers

The trustees and officers serving during the year and since the year end were as follows:

Trustees:	Michael Rogalski, Chair
	Hannah Dean, Treasurer
	Faye Johnson, Secretary
	Christina Loftus
	Jane Smith (appointed 8 November 2022 and resigned 12 March 2023)
Senior Management / Leadership Team:	Jane Smith, Head of Charity
	Rachel Thomas, Assistant Service Manager

Our Space (Staffs) Limited

known as Our Space

Trustees' Report (Incorporating Directors' Report)

Financial review

Our financial focus for the 2022-2023 year was very much on returning to levels of generated income that we had reached pre-Covid. Through careful spending, an increase in income generated from our activities and the second installment of CAF Resilience funding, we again reached the end of our financial year without having to fall back on our financial reserves. As a team we are extremely proud of what we have achieved and we are continuing to make great strides towards a positive future.

Our total income for 2022-2023 was £191,473 (2022 - £164,268), with expenditure of £140,954 (2022 - £99,236). At the end of the period, the total net assets are £433,560 (2022 - £383,041), of which £156,922 is restricted funds. Our expenditure appears lower than it was in reality; in monetary terms we actually spent £158,019 – the additional £17,065 was spent on capital items (predominantly the soft play installation) but this money remains held as value within fixed assets and is not shown in the accounts under expenditure.

Of the £276,638 of unrestricted funds, £44,365 is held as tangible fixed assets. Of the remaining cash, £80,000 is designated as reserves. Our Space has a policy in place to hold 6-9 months' running costs in reserves to cover ongoing costs should there be a loss of funding or a reduction of income, to allow the Charity sufficient time to source alternative funding. Based on projected figures for expenditure for the coming financial year, our current level of reserves meets this requirement.

The Directors have also designated £50,000 to a sinking fund for essential premises repairs. The building is over 30 years old and the outdoor equipment 18 years old, so the likelihood of significant repair work being needed increases every year. It is prudent to prepare for the eventuality of major work being required.

At the end of the 2021-2022 financial year, our designated fund for the replacement of the soft play area stood at £22,072 – work was essentially completed in Summer 2022, but as a result of an ongoing unresolved issue, £5000 has been retained from the final invoice; this means that £5000 remains in this designated fund. We are now building up this designated fund again to save monies towards the refurbishment of our outdoor area, which we are hoping will come to fruition in the next 12 to 18 months. A large donation of £50,000, plus the associated gift aid reclaim of £12,500, has been designated to our outdoor area fund meaning that this designated fund now stands at £67,500.

It has always been our intention to reach a level of self-sustainability such that we do not need to rely in the future on large grant funding to support our day-to-day activities and staffing costs. In order to achieve this we need to have a strong focus on our own income generation, both through the charging for services offered and through fundraising. Before the pandemic, we were well on our way to achieving this goal, but with the impact of Covid-19 meaning that income generation took a big hit, our goal was set back a little. Since reopening after the second lockdown in April 2021, and especially over the last 12 months, we have seen increasing levels of service provision and a marked improvement in income generation as a result. By the end of the 2022-2023 financial year, we had made good strides towards a return to previous income levels and with the highly positive start we have made to the 2022-2023 year, we are confident that we will be meeting our goal of self-sustainability over the coming months.

Our Space (Staffs) Limited

known as Our Space

Trustees' Report (incorporating Directors' Report)

Funding Sources:

• **Grant funding**- large grants have been received from:
• **Charities Aid Foundation Resilience Fund** - £26,252.75 to employ an Assistant Service Manager, to contribute to the Service Manager wages, to provide additional administration hours and activities for sessions. The funding includes £20,000 to employ the services of a consultant to work with us on improving organisational resilience. This funding is for 18 months between October 2021 and March 2023 (the total amount of funding received was £85,011; the first installment having been received in the 2021-2022 year).

• **Grant funding**- smaller grants have been received from:
• **CoOp Community Fund** - £3665.50 to fund activities at sessions
• **Newcastle Rotary** - £1837.99 to fund two new tricycles
• **Newcastle Lions** - £992.88 to fund new furniture and small play equipment
• **M&S Neighbourly** - contribution to general running costs

• Significant financial and other support has also been gratefully received throughout the year from:

- Mr I. Scott - large donation towards our outdoor area refurbishment project
- Edenhurst Preparatory School
- Mr I. Hickton
- In memory of Dorothy Johnson
- In memory of Val Whalley
- In memory of Graham Young
- Tracey Joinson
- Ann McCabe Solicitors
- Mel Dutton-Mullett
- Mellor Family
- Newcastle-under-Lyme Lions Club
- Anne Posey
- Mr and Mrs D. Slack
- Radwell International
- Red Street Santa Fund
- Rotary Club of Newcastle-under-Lyme
- Mrs F. Young

Our Space (Staffs) Limited

known as Our Space

Trustees' Report (incorporating Directors' Report)

Plans for future periods

Activities planned to achieve aims

The 2022-2023 year has started favourably. We already have a full diary for weekday bookings and we are continuing to receive a large number of enquiries from new families - family sessions have been busy with many, especially the summer holiday family sessions, full to capacity. We are still working on increasing numbers at some of our club sessions, but we are confident that with the number of new families approaching us, we should be able to achieve this fairly quickly.

It is important now that our grant funding from CAF has come to an end, that we are able to sustain our provision through our income generation, so a greater focus on fundraising events is needed this coming year as well as continuing to focus on improving where we can on service delivery.

We will be moving forward with plans to refurbish our outdoor area - this is now our priority and we will be submitting funding bids and launching a fundraising campaign over the coming months.

We have entered the year with much more confidence and financial certainty than we did the previous year. We are steadily heading back towards the place of self-sustainability that we had almost reached before the pandemic and we have many things to which to look forward.

Structure, governance and management

Nature of governing document

Our Space (Staffs) Ltd is a Company Limited by Guarantee and a Registered Charity governed by its Memorandum and Articles of Association, which were last amended on 31 May 2016.

Recruitment and appointment of trustees

Our Space is governed by a Board of Directors. There are currently 4 Directors, but a maximum of 12 can serve on the Board.

Any family with a child or young person with a disability can apply to Our Space to become members. On becoming a member, they can then nominate Directors for election to the Board at the AGM.

The Board can also appoint a person willing to be a Director and can co-opt individuals to the Board; these appointments would then be ratified by members at the following AGM.

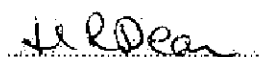
Induction and training of trustees

All Directors receive induction training and receive a handbook of policies and procedures. Training sessions are identified throughout the year that will benefit Directors in the governance of the Charity.

Small companies provision statement

This report has been prepared in accordance with the small companies regime under the Companies Act 2006.

The annual report was approved by the trustees of the charity on 23/10/23, and signed on its behalf by:



Hannah Dean
Trustee

Our Space (Staffs) Limited

known as 'Our Space'

Independent Examiner's Report to the trustees of Our Space (Staffs) Limited (the Company')

I report to the charity trustees on my examination of the accounts of the Company for the year ended 31 March 2023.

Responsibilities and basis of report

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

Having satisfied myself that the accounts of the Company are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of your charity's accounts as carried out under section 145 of the Charities Act 2011 (the 2011 Act). In carrying out my examination I have followed the Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act.

Independent examiner's statement

I have completed my examination. I confirm that no matters have come to my attention in connection with the examination giving me cause to believe:

1. accounting records were not kept in respect of Our Space (Staffs) Limited as required by section 386 of the 2006 Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the accounting requirements of section 396 of the 2006 Act other than any requirement that the accounts give a 'true and fair view' which is not a matter considered as part of an independent examination; or
4. the accounts have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities (applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)).

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.



Daryl Danson ASMA
VAST

The Dudson Centre
Hope Street
Hanley
Stoke-on-Trent
Staffordshire
ST1 5DD

Date: 07/12/2023

Our Space (Staffs) Limited

known as Our Space

**Statement of Financial Activities for the Year Ended 31 March 2023
(Including Income and Expenditure Account)**

	Note	Unrestricted £	Restricted £	Total 2023 £
Income and Endowments from:				
Donations and legacies	3	69,984	32,807	102,791
Charitable activities	4	79,821	-	79,821
Other trading activities	5	4,851	-	4,851
Investment income	6	4,010	-	4,010
Total income		158,666	32,807	191,473
Expenditure on:				
Raising funds	7	(243)	-	(243)
Charitable activities	8	(67,610)	(73,101)	(140,711)
Total Expenditure		(67,853)	(73,101)	(140,954)
Net income/(expenditure)		90,813	(40,294)	50,519
Net movement in funds		90,813	(40,294)	50,519
Reconciliation of funds				
Total funds brought forward		185,825	197,216	383,041
Total funds carried forward	18	276,638	156,922	433,560

The notes on pages 14 to 27 form an integral part of these financial statements.

Our Space (Staffs) Limited

known as Our Space

Statement of Financial Activities for the Year Ended 31 March 2023 (Including Income and Expenditure Account)

Comparative Information for the Previous Year

	Note	Unrestricted £	Restricted £	Total 2022 £
Income and Endowments from:				
Donations and legacies	3	12,972	84,133	97,105
Charitable activities	4	60,686	-	60,686
Other trading activities	5	4,921	-	4,921
Investment income	6	2,155	-	2,155
Total Income		<u>80,734</u>	<u>84,133</u>	<u>164,867</u>
Expenditure on:				
Charitable activities	8	<u>(78,798)</u>	<u>(20,438)</u>	<u>(99,236)</u>
Total Expenditure		<u>(78,798)</u>	<u>(20,438)</u>	<u>(99,236)</u>
Net income		<u>1,936</u>	<u>63,695</u>	<u>65,631</u>
Net movement in funds		1,936	63,695	65,631
Reconciliation of funds				
Total funds brought forward		<u>183,889</u>	<u>133,521</u>	<u>317,410</u>
Total funds carried forward	18	<u>185,825</u>	<u>197,216</u>	<u>383,041</u>

All of the charity's activities derive from continuing operations during the above two periods.

The funds breakdown for 2022 is shown in note 18.

The notes on pages 14 to 27 form an integral part of these financial statements.

Our Space (Staffs) Limited
known as Our Space
(Registration number: 10007655)
Balance Sheet as at 31 March 2023

	Note	2023 £	2022 £
Fixed assets			
Tangible assets	14	79,280	68,496
Current assets			
Debtors	15	6,764	5,738
Cash at bank and in hand	16	349,069	309,753
		355,833	315,491
Creditors: Amounts falling due within one year	17	(1,553)	(946)
Net current assets		354,280	314,545
Net assets		433,560	383,041
Funds of the charity:			
Restricted income funds			
Restricted funds		156,922	197,216
Unrestricted income funds			
Unrestricted funds		278,638	185,825
Total funds	18	433,560	383,041

For the financial year ending 31 March 2023 the charity was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.

Directors' responsibilities:

- The members have not required the charity to obtain an audit of its accounts for the year in question in accordance with section 476; and
- The directors acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of accounts.

The financial statements on pages 11 to 27 were approved by the trustees, and authorised for issue on 23/10/23 and signed on their behalf by:


Hannah Dean
Trustee

Our Space (Staffs) Limited

known as Our Space

Notes to the Financial Statements for the Year Ended 31 March 2023

1 Charity status

The charity is limited by guarantee, incorporated in England, and consequently does not have share capital. Each of the trustees is liable to contribute an amount not exceeding £1 towards the assets of the charity in the event of liquidation.

The address of its registered office is:
The Brook Centre
Stanier Street
Newcastle under Lyme
Staffordshire
ST5 2SU

2 Accounting policies

Summary of significant accounting policies and key accounting estimates

The principal accounting policies applied in the preparation of these financial statements are set out below. These policies have been consistently applied to all the years presented, unless otherwise stated.

Statement of compliance

The financial statements have been prepared in accordance with 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) (effective 1 January 2019) - (Charities SORP (FRS 102)), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102). They also comply with the Companies Act 2006 and Charities Act 2011.

Basis of preparation

Our Space (Staffs) Limited 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 notes.

Going concern

The trustees consider that there are no material uncertainties about the charity's ability to continue as a going concern nor any significant areas of uncertainty that affect the carrying value of assets held by the charity.

Income and endowments

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 the income receivable can be measured reliably.

Donations and legacies

Donations are recognised when the charity has been notified in writing of both the amount and settlement date. In the event that a donation is subject to conditions that require a level of performance by the charity before the charity is entitled to the funds, the income is deferred and not recognised until either those conditions are fully met, or the fulfilment of those conditions is wholly within the control of the charity and it is probable that these conditions will be fulfilled in the reporting period.

Donated services provided on a pro-bono basis are included as income with a relevant expense also being recognised in the SOFA at the cost that would have been charged for the service.

Our Space (Staffs) Limited

known as Our Space

Notes to the Financial Statements for the Year Ended 31 March 2023

Grants receivable

Grants are recognised when the charity has an entitlement to the funds and any conditions linked to the grants have been met. Where performance conditions are attached to the grant and are yet to be met, the income is recognised as a liability and included on the balance sheet as deferred income to be released.

Investment income

Dividends are recognised once the dividend has been declared and notification has been received of the dividend due.

Expenditure

All expenditure is recognised once there is a legal or constructive obligation to that expenditure, it is probable settlement is required and the amount can be measured reliably. All costs are allocated to the applicable expenditure heading that aggregate similar costs to that category. Where costs cannot be directly attributed to particular headings they have been allocated on a basis consistent with the use of resources, with central staff costs allocated on the basis of time spent, and depreciation charges allocated on the portion of the asset's use. Other support costs are allocated based on the spread of staff costs.

Raising funds

These are costs incurred in attracting voluntary income, the management of investments and those incurred in trading activities that raise funds.

Charitable activities

Charitable expenditure comprises those costs incurred by the charity in the delivery of its activities and services for its beneficiaries. It includes both costs that can be allocated directly to such activities and those costs of an indirect nature necessary to support them.

Governance costs

These include the costs attributable to the charity's compliance with constitutional and statutory requirements, including audit, strategic management and trustees meetings and reimbursed expenses.

Government grants

Government grants are recognised based on the accrual model and are measured at the fair value of the asset received or receivable. Grants are classified as relating either to revenue or to assets. Grants relating to revenue are recognised in income over the period in which the related costs are recognised. Grants relating to assets are recognised over the expected useful life of the asset. Where part of a grant relating to an asset is deferred, it is recognised as deferred income.

Taxation

The charity is considered to pass the tests set out in Paragraph 1 Schedule 6 of the Finance Act 2010 and therefore it meets the definition of a charitable company for UK corporation tax purposes. Accordingly, the charity is potentially exempt from taxation in respect of income or capital gains received within categories covered by Chapter 3 Part 11 of the Corporation Tax Act 2010 or Section 256 of the Taxation of Chargeable Gains Act 1992, to the extent that such income or gains are applied exclusively to charitable purposes.

Tangible fixed assets

Individual fixed assets costing £75 or more with an expected lifespan of 5 years or more are initially recorded at cost, less any subsequent accumulated depreciation and subsequent accumulated impairment losses.

Our Space (Staffs) Limited

known as Our Space

Notes to the Financial Statements for the Year Ended 31 March 2023

Depreciation and amortisation

Depreciation is provided on tangible fixed assets so as to write off the cost or valuation, less any estimated residual value, over their expected useful economic life as follows:

Asset class	Depreciation method and rate
Office Equipment	20% reducing balance
Play Equipment	15% reducing balance
Fixed Play Structures	15 years - Straight line
Kitchen Equipment	5 years - Straight line
Gardening Equipment	20% reducing balance

Trade debtors

Trade debtors are amounts due from customers for merchandise sold or services performed in the ordinary course of business.

Trade debtors are recognised initially at the transaction price. They are subsequently measured at amortised cost using the effective interest method, less provision for impairment. A provision for the impairment of trade debtors is established when there is objective evidence that the charity will not be able to collect all amounts due according to the original terms of the receivables.

Cash and cash equivalents

Cash and cash equivalents comprise cash on hand and call deposits, and other short-term highly liquid investments that are readily convertible to a known amount of cash and are subject to an insignificant risk of change in value.

Trade creditors

Trade creditors are obligations to pay for goods or services that have been acquired in the ordinary course of business from suppliers. Accounts payable are classified as current liabilities if the charity does not have an unconditional right, at the end of the reporting period, to defer settlement of the creditor for at least twelve months after the reporting date. If there is an unconditional right to defer settlement for at least twelve months after the reporting date, they are presented as non-current liabilities.

Trade creditors are recognised initially at the transaction price and subsequently measured at amortised cost using the effective interest method.

Our Space (Staffs) Limited

known as Our Space

Notes to the Financial Statements for the Year Ended 31 March 2023

Fund structure

Unrestricted income funds are general funds that are available for use at the trustees discretion in furtherance of the objectives of the charity.

Restricted income funds are those donated for use in a particular area or for specific purposes, the use of which is restricted to that area or purpose.

Pensions and other post retirement obligations

The charity operates a defined contribution pension scheme which is a pension plan under which fixed contributions are paid into a pension fund and the charity has no legal or constructive obligation to pay further contributions even if the fund does not hold sufficient assets to pay all employees the benefits relating to employee service in the current and prior periods.

Contributions to defined contribution plans are recognised in the Statement of Financial Activities when they are due. If contribution payments exceed the contribution due for service, the excess is recognised as a prepayment.

Financial Instruments

Classification

Financial assets and financial liabilities are recognised when the charity becomes a party to the contractual provisions of the instrument.

Financial liabilities and equity instruments are classified according to the substance of the contractual arrangements entered into. An equity instrument is any contract that evidences a residual interest in the assets of the charity after deducting all of its liabilities.

Recognition and measurement

All financial assets and liabilities are initially measured at transaction price (including transaction costs), except for those financial assets classified as at fair value through profit or loss, which are initially measured at fair value (which is normally the transaction price excluding transaction costs), unless the arrangement constitutes a financing transaction. If an arrangement constitutes a financing transaction, the financial asset or financial liability is measured at the present value of the future payments discounted at a market rate of interest for a similar debt instrument.

Financial assets and liabilities are only offset in the statement of financial position when, and only when there exists a legally enforceable right to set off the recognised amounts and the charity intends either to settle on a net basis, or to realise the asset and settle the liability simultaneously.

Financial assets are derecognised when and only when a) the contractual rights to the cash flows from the financial asset expire or are settled, b) the charity transfers to another party substantially all of the risks and rewards of ownership of the financial asset, or c) the charity, despite having retained some, but not all, significant risks and rewards of ownership, has transferred control of the asset to another party.

Financial liabilities are derecognised only when the obligation specified in the contract is discharged, cancelled or expires.

Our Space (Staffs) Limited

known as Our Space

Notes to the Financial Statements for the Year Ended 31 March 2023

3 Income from donations and legacies

	Unrestricted funds General £	Restricted funds £	Total 2023 £
Donations and legacies;			
Donations	69,984	2,831	72,815
Grants, including capital grants;			
Grants from other charities	-	29,976	29,976
	<u>69,984</u>	<u>32,807</u>	<u>102,791</u>
	Unrestricted funds General £	Restricted funds £	Total 2022 £
Donations and legacies;			
Donations	8,798	750	9,548
Grants, including capital grants;			
Government grants	4,174	-	4,174
Grants from other charities	-	83,383	83,383
	<u>12,972</u>	<u>84,133</u>	<u>97,105</u>

4 Income from charitable activities

	Unrestricted funds General £	Total 2023 £
Centre activities and playschemes	<u>79,821</u>	<u>79,821</u>
	Unrestricted funds General £	Total 2022 £
Centre activities and playschemes	<u>60,686</u>	<u>60,686</u>

Our Space (Staffs) Limited

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Notes to the Financial Statements for the Year Ended 31 March 2023

5 Income from other trading activities

	Unrestricted funds General £	Total 2023 £
Events income;		
Other events income	4,851	4,851
	<u>4,851</u>	<u>4,851</u>
	Unrestricted funds General £	Total 2022 £
Events income;		
Other events income	4,921	4,921
	<u>4,921</u>	<u>4,921</u>

6 Investment income

	Unrestricted funds General £	Total 2023 £
Interest receivable and similar income;		
Interest receivable on bank deposits	4,010	4,010
	<u>4,010</u>	<u>4,010</u>
	Unrestricted funds General £	Total 2022 £
Interest receivable and similar income;		
Interest receivable on bank deposits	2,155	2,155
	<u>2,155</u>	<u>2,155</u>

Our Space (Staffs) Limited

known as Our Space

Notes to the Financial Statements for the Year Ended 31 March 2023

7 Expenditure on raising funds

a) Costs of trading activities

	Note	Unrestricted funds General £	Total 2023 £
Fundraising trading costs:			
Fundraising		243	243
		<u>243</u>	<u>243</u>

8 Expenditure on charitable activities

	Activity undertaken directly £	2023 £
The provision of a service for people with disabilities	140,711	140,711
	Activity undertaken directly £	2022 £
The provision of a service for people with disabilities	97,340	97,340

£87,610 (2022 - £78,798) of the above expenditure was attributable to unrestricted funds and £73,101 (2022 - £20,438) to restricted funds.

Our Space (Staffs) Limited

known as Our Space

Notes to the Financial Statements for the Year Ended 31 March 2023

9 Analysis of governance and support costs

Governance costs

	Unrestricted funds General £	Total 2023 £
Independent examiner fees		
Examination of the financial statements	768	768
Other fees paid to examiners	1,074	1,074
	<u>1,842</u>	<u>1,842</u>
	Unrestricted funds General £	Total 2022 £
Independent examiner fees		
Examination of the financial statements	735	735
Other fees paid to examiners	1,161	1,161
	<u>1,896</u>	<u>1,896</u>

10 Government grants

£nil (2022: £599) was received from HMRC for the Job Retention Scheme.

£Nil (2022: £3,575) was received from Newcastle under Lyme Borough Council to assist with the impact of COVID-19

The amount of grants recognised in the financial statements was £- (2022 - £4,174).

There were no unfulfilled conditions at the year end.

11 Trustees remuneration and expenses

No trustees, nor any persons connected with them, have received any remuneration from the charity during the year.

No trustees have received any reimbursed expenses or any other benefits from the charity during the year.

Our Space (Staffs) Limited

known as Our Space

Notes to the Financial Statements for the Year Ended 31 March 2023

12 Staff costs

The aggregate payroll costs were as follows:

	31 March 2023	2022
	£	£
Staff costs during the year were:		
Wages and salaries	83,941	69,113
Pension costs	<u>1,152</u>	<u>889</u>
	<u>85,093</u>	<u>70,002</u>

The monthly average number of persons (including senior management team) employed by the charity during the year was as follows:

	2023	2022
	No	No
Playworkers	9	9
Management and administration	<u>4</u>	<u>3</u>
	<u>13</u>	<u>12</u>

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

The total employee benefits of the key management personnel of the charity were £40,314 (2022 - £30,522).

13. Taxation

The charity is a registered charity and is therefore exempt from taxation.

Our Space (Staffs) Limited

known as Our Space

Notes to the Financial Statements for the Year Ended 31 March 2023

14 Tangible fixed assets

	Furniture and equipment £	Total £
Cost		
At 1 April 2022	71,908	71,908
Additions	17,065	17,065
At 31 March 2023	<u>88,973</u>	<u>88,973</u>
Depreciation		
At 1 April 2022	3,413	3,413
Charge for the year	6,280	6,280
At 31 March 2023	<u>9,693</u>	<u>9,693</u>
Net book value		
At 31 March 2023	<u>79,280</u>	<u>79,280</u>
At 31 March 2022	<u>68,495</u>	<u>68,495</u>

15 Debtors

	2023 £	2022 £
Trade debtors	6,575	2,265
Prepayments	169	280
Accrued income	-	371
Other debtors	-	2,822
	<u>6,764</u>	<u>5,738</u>

16 Cash and cash equivalents

	2023 £	2022 £
Cash on hand	87	89
Cash at bank	3,937	11,317
Short-term deposits	<u>345,045</u>	<u>298,347</u>
	<u>349,069</u>	<u>309,753</u>

17 Creditors: amounts falling due within one year

	2023 £	2022 £
Trade creditors	785	211
Accruals	<u>768</u>	<u>735</u>
	<u>1,553</u>	<u>946</u>

Our Space (Staffs) Limited

known as Our Space

Notes to the Financial Statements for the Year Ended 31 March 2023

18 Funds

	Balance at 1 April 2022 £	Incoming resources £	Resources expended £	Transfers £	Balance at 31 March 2023 £
Unrestricted funds					
General					
General funds	73,753	158,666	(67,853)	(85,428)	79,138
Designated					
Designated Funds	112,072	-	-	85,428	197,500
Total unrestricted funds	<u>185,825</u>	<u>158,666</u>	<u>(67,853)</u>	<u>-</u>	<u>276,638</u>
Restricted funds					
BBC Children in Need	1,442	-	(155)	(631)	656
Newcastle Rotary	-	1,838	(17)	250	2,071
Newcastle Lions	-	992	(110)	-	882
Barracks Trust	237	-	(95)	954	1,096
NCS	590	-	(71)	(116)	403
Sundry restricted funds	1,248	-	-	(1,249)	-
Tesco Bags of Help	(238)	-	(119)	1,792	1,435
Soft Play Appeal	7,750	-	(420)	(1,000)	6,330
North Staffordshire Hospitals Children's Trust	120,000	-	-	-	120,000
Co-op Community Fund	2,625	3,724	(2,287)	-	4,062
Postcode Local Trust	13,751	-	(948)	-	12,803
CAF Resilience Fund	41,730	26,253	(65,466)	-	2,517
Bernard Sunley Foundation	5,000	-	(333)	-	4,667
B&Q Foundation	3,080	-	(3,080)	-	-
Total restricted funds	<u>197,216</u>	<u>32,807</u>	<u>(73,101)</u>	<u>-</u>	<u>156,922</u>
Total funds	<u>383,041</u>	<u>191,473</u>	<u>(140,954)</u>	<u>-</u>	<u>433,560</u>

Our Space (Staffs) Limited

known as Our Space

Notes to the Financial Statements for the Year Ended 31 March 2023

Comparative Information for the Previous Year

	Balance at 1 April 2021 £	Incoming resources £	Resources expended £	Balance at 31 March 2022 £
Unrestricted funds				
<i>General</i>				
General funds	35,889	80,734	(42,370)	73,753
<i>Designated</i>				
Designated Funds	148,500	-	(36,428)	112,072
Total unrestricted funds	183,889	80,734	(78,798)	185,825
Restricted				
BBC Children in Need	1,634	-	(192)	1,442
Barracks Trust	271	400	(434)	237
NCS	674	-	(84)	590
Sundry restricted funds	1,249	-	-	1,249
Tesco Bags of Help	(119)	-	(119)	(238)
Soft Play Appeal	7,000	750	-	7,750
North Staffordshire Hospitals Children's Trust	120,000	-	-	120,000
Co-op Community Fund	2,812	-	(187)	2,625
Postcode Local Trust	-	14,225	(474)	13,751
CAF Resilience Fund	-	58,758	(17,028)	41,730
Bernard Sunley Foundation	-	5,000	-	5,000
B&Q Foundation	-	5,000	(1,920)	3,080
Total restricted funds	133,521	84,133	(20,438)	197,216
Total funds	317,410	164,867	(99,236)	383,041

Our Space (Staffs) Limited

known as Our Space

Notes to the Financial Statements for the Year Ended 31 March 2023

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

BBC Children in Need - To pay for a Service Manager and sessional playworkers and the development of our evening and weekend sessions for three years

The Barracks Trust - To replace mats in the soft play area, for Christmas party and towards soft play appeal

NCS - A restricted donation to purchase two trikes raised by young people participating in the National Citizenship Service Programme.

Tesco Bags of Help - For the development of a sensory garden area

North Staffordshire Hospitals Children's Trust - For playworkers salaries

Soft Play Appeal - To fully refurbish the soft play area

Sundry restricted funds were received for the purpose of refurbishing the Brook Centre.

CAF Resilience Fund - emergency funding to help charities survive the impact of COVID-19 & further funding towards office furniture, staff costs

CO-OP Community Fund - to be spent on creating a Sensory Trail.

Staffs County Council - To help cover running costs as a result of loss of income due to COVID-19

Community Foundation Staffs - financial support for COVID-19

Tesco Bags of Help - to help with running costs due to loss of income due to COVID-19

CAF Resilience Fund - funding for office furniture, computers & tablets and staffing costs

Post-Code Local Trust - to fund the outdoor play area

Bernard Sunley Foundation - to fund the soft play area refurbishment

B&Q Foundation - to fund the renovation of our sensory garden area

Designated Funds:

Designated funds are funds set aside to ensure that the Charity has the equivalent of between six and nine months' expenditure available (£80,000) to cover ongoing costs should there be a loss of future funding or a reduction of income to allow the Charity sufficient time to source alternative funding or, in extremis, to be able to close the Charity in an orderly and controlled manner. In addition £50,000 has been designated to ensure that there are sufficient funds held to cover any work required on the buildings and £67,500 has been designated towards the replacement of outdoor equipment.

Our Space (Staffs) Limited

known as Our Space

Notes to the Financial Statements for the Year Ended 31 March 2023

19 Analysis of net assets between funds

	Unrestricted funds		Restricted funds	Total funds at 31 March 2023
	General	Designated		
	£	£	£	£
Tangible fixed assets	44,364	-	34,918	79,280
Current assets	36,327	197,500	122,006	355,833
Current liabilities	(1,553)	-	-	(1,553)
Total net assets	<u>79,138</u>	<u>197,500</u>	<u>156,922</u>	<u>433,560</u>

Comparative Information for the Previous Year

	Unrestricted funds		Restricted funds	Total funds at 31 March 2022
	General	Designated		
	£	£	£	£
Tangible fixed assets	34,104	-	34,392	68,496
Current assets	40,595	112,072	162,824	315,491
Current liabilities	(946)	-	-	(946)
Total net assets	<u>73,753</u>	<u>112,072</u>	<u>197,216</u>	<u>383,041</u>

20 Related party transactions

There were no related party transactions in the year.

OUR SPACE (STAFFS) LTD

England & Wales - Charity number 1169347

Accounts

Company registration number: 10007655

Charity registration number: 1169347

Our Space (Staffs) Limited

known as

Our Space

(A company limited by guarantee)

Annual Report and Financial Statements

for the Year Ended 31 March 2022

Daryl Denson ACMA
VAST
The Dudson Centre
Hope Street
Hanley
Stoke-on-Trent
Staffordshire
ST1 6DD

Our Space (Staffs) Limited

known as Our Space

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Our Space (Staffs) Limited

known as Our Space

Reference and Administrative Details

Trustees	Michael Rogalski, Chair Hannah Dean, Treasurer Faye Johnson, Secretary Christina Loftus
Senior Management / Leadership Team	Jane Smith, Service Manager
Registered Office	The Brook Centre Stanier Street Newcastle under Lyme Staffordshire ST5 2SU The charity is incorporated in England.
Company Registration Number	10007655
Charity Registration Number	1169347
Bankers	Nat West Newcastle High Street Newcastle- Under-Lyme Staffordshire
Independent Examiner	Daryl Denson ACMA VAST The Dudson Centre Hope Street Hanley Stoke-on-Trent Staffordshire ST1 5DD

Our Space (Staffs) Limited

Known as Our Space

Trustees' Report (incorporating Directors' Report)

The trustees, who are directors for the purposes of company law, present the annual report together with the financial statements of the charitable company for the year ended 31 March 2022.

Charity Overview

Our Space (Staffs) Ltd is a charity set up in February 2016 to provide activities and facilities for children and adults with disabilities and their families.

Based at The Brook Centre, Newcastle-under-Lyme, our premises provide the specialist facilities needed in order to be able to deliver a fully-accessible service; our variety of sessions are run by a team of paid staff with support from volunteers.

The 2021-2022 year was one of recovery from the challenges posed by Covid and lockdown periods during the previous year. We spent much of 2020-2021 in lockdown and had to move sessions to Zoom where we could. We are delighted that from April 2021 we were able to run face-to-face sessions again and throughout the course of the 12 month period we steadily increased numbers at sessions such that by the end of March 2022 we were nearing pre-Covid levels of service delivery.

In July 2021 we were successful in a bid to the Local Postcode Trust for £14,225 to cover the cost of replacing our ever popular zipwire. The new equipment has been heavily used since installation and remains an Our Space favourite. This work initiated a new phase for us of planning for the full refurbishment of our outdoor area. The current equipment has been in place since 2005 and is now starting to show its age. We have had a couple of companies draw up initial plans for us and quote for the work and this will become a focus for the coming financial year.

In October 2021 we were delighted to be successful in our application for the second round of CAF (Charities Aid Foundation) Resilience Funding. We were awarded an 18-month grant of £58,758 to help us continue, and grow, our current service provision. The grant has enabled us to employ a part-time Assistant Service Manager, is covering 50% of our current Service Manager's salary and provides for extra administrative hours - the grant will run until March 2023. In addition to the main grant, we also received a £10,000 resilience grant to allow us to employ the services of a consultant to help us to work on our organisational resilience and future sustainability.

The big event of the 2021-2022 year was finally being able to start work on the full refurbishment of our soft play area. This project had been delayed by Covid and lockdowns, so it was exciting to see work start in January 2022. The initial weeks were taken up by the removal of the old unit, building work to alter the entrance to the area, the installation of new heating and decorating the room. The installation of the new soft play itself began in March 2022 and was completed a few weeks later. It has been hugely popular since reopening and has certainly attracted many new families to our sessions. We hope that the addition of this great asset will be reflected in both attendance figures and income generation for the coming 2022-2023 year.

With regards to finances, we were in a much better position at the end of the 2021-2022 year than we had forecast. We started the year with uncertainty over whether there would be further lockdown periods, but fortunately this was not the case. We did not hold any major fundraising events in the year, partly owing to Covid restrictions on numbers at the beginning of the period and partly as it was difficult to plan events in advance when we were unsure of how the pandemic was going to affect things moving forward. However, we had a year of uninterrupted service provision and were fortunate to have benefitted from some Covid recovery funding as well as the successful CAF funding.

We now enter the 2022-2023 feeling optimistic that we have not only weathered the Covid storm but have actually come out of it stronger.

Our Space (Staffs) Limited

known as Our Space

Trustees' Report (Incorporating Directors' Report)

Objectives and activities

Objects and aims

The purposes of Our Space as set out in our Articles of Association are:

-To promote the benefit of children, young people and adults with a disability (including learning disability, physical disability, sensory impairment, behavioural and emotional difficulties), without distinction of gender, sexual orientation, race or individual financial means, or of political, religious or other opinions by the provision of play, social and educational opportunities.

-To provide opportunities for the families of such children, young people and adults to obtain respite and support.

Public benefit

Our main activities in the 2021-2022 year were the provision of sessions to benefit children, young people and adults with a disability and their families. We are pleased that with the lifting of Covid restrictions over the last year, we were able to return to delivering face-to-face sessions and with increasing numbers as guidance allowed.

The trustees confirm that they have complied with the requirements of section 4 of the Charities Act 2011 to have due regard to the public benefit guidance published by the Charity Commission for England and Wales.

Our Space (Staffs) Limited

known as Our Space

Trustees' Report (Incorporating Directors' Report)

Achievements and performance

Sessions and activities provided

During the course of the year Our Space provided:

(a) Evening Club Sessions

Our Space Juniors takes place every Tuesday evening for children with a disability aged 8 to 12 years.

Our Space Seniors takes place every Thursday evening for young people aged 12 to 18 years.

Our Space Plus+ takes place every Friday evening for young adults aged 18 upwards.

All these club sessions provide members with the opportunity to meet with friends, socialise and take part in recreational activities - for some this is their only social activity and the only opportunity they have to gain independence away from their parents/ carers.

Club sessions restarted after lockdown at the end of April 2021. For the first few weeks a number of members did not return and there was an element of disruption to sessions as a result of either club members or staff testing positive for Covid - as a result overall attendance levels across the year were lower than pre-Covid. Even so, over the last 12 months, the three sessions offered regular weekly places to 60 children, teenagers and young adults and saw a footfall of 1308 young people. Numbers have been rising since April 2022 so we expect to get back to pre-Covid levels, and beyond, by the end of the 2022-23 year.

(b) Adult Drop-In Sessions

Our Space Adult Social takes place weekly on a Wednesday evening. These sessions are for anyone over the age of 18 who has a disability to attend either independently or with a carer. These sessions had a footfall over the 12 month period of 540 teenagers and adults with a disability and 96 carers. Again these numbers are lower for the year than pre-Covid, but as with our other sessions we have been seeing an upward trend over recent months and expect to reach at least pre-Covid levels of attendance in the coming year.

We made the decision to delay restarting our monthly disco for the duration of the 2021-2022 period as we felt that with Covid still prevalent, and with disco being in a smallish indoor space, this was the safest course of action. Disco resumed in Summer 2022.

(c) Family Sessions

One of our most popular sessions has always been our weekly Saturday afternoon family session which can be attended by any family that has a child with a disability. It is an opportunity for the whole family to attend together, for parents to meet each other, gain mutual support and relax whilst their children, both with and without disabilities, can play in a safe and stimulating environment.

Additional family sessions and family fun days also took place during school holidays and on Sundays, with special activities being provided including drumming, dance, bushcraft and visits from the Animal Man.

When family sessions restarted in April 2021 after the lockdown period, we initially kept numbers low. Over the following months, we started to allow larger numbers of families to return and we are now back in a position where family sessions are as busy as they were pre-Covid. In the 12 month period, family sessions saw 706 family visits with 1082 children and young people (842 with a disability) and 920 parents/carers benefitting from them. We currently have 208 individual families who are members of Our Space.

Our Space (Staffs) Limited

Known as Our Space

Trustees' Report (Incorporating Directors' Report)

(d) Holiday Playschemes

Holiday playschemes resumed in August 2021 and took place thereafter at each of the school breaks during the 2021-22 year (summer holiday and half-terms in October and February).

Children and young people attended playscheme for either a morning or afternoon session, or stayed for a full day, as well as having access to all the facilities at Our Space; they also had the opportunity to take part in special activities such as music sessions, sports sessions and craft activities.

Over the three schemes during the year, 475 places were offered to children and young people with a disability.

(e) School and Group Visits

During the week, term-time, and at available times at the weekend and during school holidays, special schools and groups are able to make private bookings to make use of the facilities at The Brook Centre.

Over the last 12 months, there were 310 visits made by special schools and colleges in the area and by other support groups, as well as by some local adult provisions. In total 1648 children and adults with a disability visited with these groups.

(f) Aiming High Activities

Our Space continues to be contracted through Action for Children to provide short break activities as part of the Stoke-on-Trent Aiming High programme.

In the period we have provided places for disabled children and young people at our holiday family sessions and family fun days, as well as putting on special family fun days exclusively for Aiming High families.

Fundraising Activities

Fundraising activities this year have remained minimal, partly because for the beginning part of the year we were still restricted by Covid safety guidelines, but also because our focus over the 12 months has been very much on building service delivery back up.

Over the year we had Our Space supporters raise money for us:

- In April 2021 Amanda Dean raised £205 for us by walking 10,000 steps a day for a month
- In June 2021, Louise Gerrard completed a 5K walk around Trentham as part of our Five Star Challenge to celebrate our 5th birthday and she raised the fantastic amount of £616.
- In July/August 2021, also as part of our Five Star Challenge, Rowena Clarke and her mum Dee (plus a few friends who joined them along the way) completed 5K a day for 30 days and they raised another wonderful sum of £1015.47.
- In October 2021, Trustee Mike ran the Manchester Marathon and raised £1255.
- Our partnership with Radwell International saw them raise £1315 for us.
- Margaret Heath and friends once again knitted and sold Santas and raised £600.

We extend our thanks to all who took the time to support us and congratulate them on their achievements.

Our aim now for the coming year is to start focusing on fundraising again in order to improve our income generation.

Our Space (Staffs) Limited

known as Our Space

Trustees' Report (incorporating Directors' Report)

Our Space Staff and Volunteers

Our Space currently employs a team of 12 paid staff:

Jane Smith Service Manager
Rachel Thomas Assistant Service Manager (from March 2022)
Jill Spencer Finance & Administration
John McCafferty Grounds and Cleaning

plus 8 Sessional Playworkers:

Our staff team is our most valuable asset and we take pride in having a team of experienced and professional Playworkers who are key to the successful delivery of all our club sessions and holiday playschemes. All our Playworkers are qualified to a minimum of level 2 or 3 in Playwork and/or Childcare and they also receive training in First Aid, Safeguarding Children and Adults, Manual Handling and Food Hygiene, as well as any other courses which will enhance their working practice. They are the heart and soul of all that we do and we thank them for their hard work, for their dedication, support and friendship, especially during these difficult couple of years where they have had to adapt their practice in order to comply with Covid-safe guidelines.

Volunteers remain an integral part of the successful running of Our Space sessions. The support we gain from our volunteers is invaluable and their dedication and enthusiasm is part of what makes our sessions such a resounding success. We would like to take this opportunity to thank this year's regular volunteers Lisa, Kelly and Minuli who have volunteered at our club sessions, and also to Dave and Shaun who have given hours of their time helping to maintain our grounds and whose support continues to be invaluable.

In addition to our regular volunteers, this year a total of 10 extra volunteers helped at our holiday playschemes, the majority of these coming from Newcastle-under-Lyme School and Newcastle College. We are indebted both to the support of our playscheme volunteers and to the staff at the local schools and colleges who assist us in their recruitment.

Trustees and officers

The trustees and officers serving during the year and since the year end were as follows:

Trustees:	Michael Rogalski, Chair
	Hannah Dean, Treasurer
	Faye Johnson, Secretary
	Christina Loftus

Senior Management / Leadership Team:	Jane Smith, Service Manager
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Our Space (Staffs) Limited

known as Our Space

Trustees' Report (Incorporating Directors' Report)

Financial review

Our financial focus for the 2021-2022 year was very much on recovering from the pandemic and returning to levels of generated income that we had reached pre-Covid. Through careful spending, an increase in income generated from our activities and the successful application for CAF Resilience funding, we reached the end of the 2021-2022 year without having to fall back on our financial reserves. As a team we are extremely proud that we have come through a very difficult period and are now making great strides towards a positive future.

Our total income for 2021-2022 was £164,867 (2020 - £90,218), with expenditure of £99,236 (2021 - £72,584). At the end of the period, the total net assets are £383,041 (2021 - £317,410), of which £187,215 is restricted funds. Our expenditure may appear low, but in monetary terms we actually spent £161,918 – the additional £62,682 was spent on capital items (predominantly soft play and the zip wire) but this money remains held as value within fixed assets and is not shown in the accounts under expenditure.

Funding Sources

- Grant funding- large grants have been received from:
 - Charities Aid Foundation Resilience Fund - £58,758.25 to employ an Assistant Service Manager, to contribute to the Service Manager wages, to provide additional administration hours and activities for sessions. The funding includes £10,000 to employ the services of a consultant to work with us on improving organisational resilience. This funding is for 18 months between October 2021 and March 2023.
 - Postcode Local Trust - £14,225 to fund a new zip wire for our outdoor play area
 - Newcastle Borough Council Additional Restrictions Grants (Covid)- total £3575
- Grant funding- small grants have been received from:
 - B & Q Foundation - £5000 for work on our sensory garden area
 - Bernard Sunley Foundation - £5000 towards our soft play refurbishment project
 - Barrack's Trust - £400 towards cost of Family Christmas Party
 - Strasser Foundation - £750 for new disco equipment

- Significant financial and other support has also been gratefully received throughout the year from:

- Mr and Mrs Brookes
- Amanda Dean
- Mrs S. Dean
- Dick Turpin Pub, Newcastle
- DWK Life Sciences
- Ms J. Fox
- Margaret Heath and friends' sale of knitted Santas
- Mr I. Hickton
- Mr and Mrs R. Jones
- Mrs R. Lease
- Ann McCabe Solicitors
- Newcastle-under-Lyme Lions Club
- Mrs and Mrs D. Slack
- Radwell International
- Red Street Santa Fund
- Rotary Club of Newcastle-under-Lyme
- Top Cashback
- Wolstanton United Reformed Church

Our Space (Staffs) Limited

known as Our Space

Trustees' Report (Incorporating Directors' Report)

Policy on reserves

Of the £186,916 of unrestricted funds, £34,104 is held as tangible fixed assets. Of the remaining cash, £60,000 is designated as reserves. Our Space has a policy in place to hold 6-9 months' running costs in reserves to cover ongoing costs should there be a loss of funding or a reduction of income, to allow the Charity sufficient time to source alternative funding. Based on projected figures for expenditure for the coming financial year, our current level of reserves meets this requirement.

The Directors have also designated £30,000 to a sinking fund for essential premises repairs. The building is now over 30 years old and the outdoor equipment 17 years old, so the likelihood of significant repair work being needed increases every year. It is prudent to prepare for the eventuality of major work being required.

Our designated fund of £58,500 towards the replacement of the soft play has now reduced to £22,072 – work commenced on this project at the end of the financial year, with completion and final payment expected by the end of the summer (at this point, there is just minor snagging to be dealt with). Once this payment has been made, this designated fund will have been spent in its entirety.

It has always been our intention to reach a level of self-sustainability such that we do not need to rely in the future on large grant funding to support our day-to-day activities and staffing costs. In order to achieve this we need to have a strong focus on our own income generation, both through the charging for services offered and through fundraising. Before the pandemic, we were well on our way to achieving this goal, but with the impact of Covid-19 meaning that income generation took a big hit, our goal was set back a little. Since reopening after the second lockdown in April 2021 we have gradually been able to start increasing our levels of service provision back to pre lockdown levels and have seen an improvement in income generation as a result. By the end of the 2021-2022 financial year, we had made good strides towards a return to previous income levels and with the positive start we have made to the 2022-2023 year, we are confident that we will soon be able to meet our goal of self-sustainability.

The Future

The 2022-2023 year has started favourably. We already have an almost full diary for weekday bookings and we have seen a significant rise in enquiries from new families - Saturday family sessions have been busy with many, especially the summer holiday family sessions, full to capacity. We still need to work towards returning to capacity at some of our club sessions, but we are confident that we should be able to achieve this fairly quickly.

We are looking forward to working alongside the consultant as part of our CAF funding and see this as an opportunity to evaluate our current service provision and look at possible new initiatives for the future.

We will be moving forward with plans to refurbish our outdoor area. With the soft play project now completed, refurbishment of our outdoor area will become our new priority and we hope to submit funding bids and launch a fundraising campaign before the end of the current financial year.

We have entered the year with much less uncertainty than we did the previous year. We are confident that we are heading back towards the place of self-sustainability that we had almost reached before the pandemic and we have many things to which to look forward.

Our Space (Staffs) Limited

known as Our Space

Trustees' Report (Incorporating Directors' Report)

Structure, governance and management

Nature of governing document

Our Space (Staffs) Ltd is a Company Limited by Guarantee and a Registered Charity governed by its Memorandum and Articles of Association, which were last amended on 31 May 2018.

Recruitment and appointment of trustees

Our Space is governed by a Board of Directors. There are currently 4 Directors, but a maximum of 12 can serve on the Board.

Any family with a child or young person with a disability can apply to Our Space to become members. On becoming a member, they can then nominate Directors for election to the Board at the AGM.

The Board can also appoint a person willing to be a Director and can co-opt individuals to the Board; these appointments would then be ratified by members at the following AGM.

Induction and training of trustees

All Directors receive induction training and receive a handbook of policies and procedures. Training sessions are identified throughout the year that will benefit Directors in the governance of the Charity.

Small companies provision statement

This report has been prepared in accordance with the small companies regime under the Companies Act 2006.

The annual report was approved by the trustees of the charity on 12/10/22 and signed on its behalf by:


Hannah Dean
Trustee

Our Space (Staffs) Limited

known as Our Space

Independent Examiner's Report to the trustees of Our Space (Staffs) Limited (the Company')

I report to the charity trustees on my examination of the accounts of the Company for the year ended 31 March 2022.

Responsibilities and basis of report

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

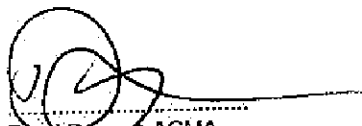
Having satisfied myself that the accounts of the Company are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of your charity's accounts as carried out under section 145 of the Charities Act 2011 (the 2011 Act). In carrying out my examination I have followed the Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act.

Independent examiner's statement

I have completed my examination. I confirm that no matters have come to my attention in connection with the examination giving me cause to believe:

1. accounting records were not kept in respect of Our Space (Staffs) Limited as required by section 396 of the 2006 Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the accounting requirements of section 396 of the 2006 Act other than any requirement that the accounts give a 'true and fair view' which is not a matter considered as part of an independent examination; or
4. the accounts have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities (applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)).

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.


Daryl Benson ACMA
VAST

The Dudson Centre
Hope Street
Hanley
Stoke-on-Trent
Staffordshire
ST1 5DD

Date: 21/10/2022

Our Space (Staffs) Limited

known as Our Space

Statement of Financial Activities for the Year Ended 31 March 2022 (Including Income and Expenditure Account)

	Note	Unrestricted £	Restricted £	Total 2022 £
Income and Endowments from:				
Donations and legacies	3	12,972	84,133	97,105
Charitable activities	4	60,686	-	60,686
Other trading activities	5	4,921	-	4,921
Investment income	6	2,155	-	2,155
Total Income		80,734	84,133	164,867
Expenditure on:				
Charitable activities	8	(78,798)	(20,438)	(99,236)
Total Expenditure		(78,798)	(20,438)	(99,236)
Net Income		1,936	63,695	65,631
Net movement in funds		1,936	63,695	65,631
Reconciliation of funds				
Total funds brought forward		183,889	133,521	317,410
Total funds carried forward	18	185,825	197,216	383,041

Our Space (Staffs) Limited

known as Our Space

Statement of Financial Activities for the Year Ended 31 March 2022 (Including Income and Expenditure Account)

Comparative Information for the Previous Year

	Note	Unrestricted £	Restricted £	Total 2021 £
Income and Endowments from:				
Donations and legacies	3	35,511	36,471	71,982
Charitable activities	4	19,239	-	19,239
Other trading activities	5	1,411	-	1,411
Investment income	6	3,104	-	3,104
Total Income		<u>59,265</u>	<u>36,471</u>	<u>95,736</u>
Expenditure on:				
Raising funds	7	(40)	-	(40)
Charitable activities	8	(38,852)	(39,211)	(78,063)
Total Expenditure		<u>(38,892)</u>	<u>(39,211)</u>	<u>(78,103)</u>
Net income/(expenditure)		<u>20,373</u>	<u>(2,740)</u>	<u>17,633</u>
Net movement in funds		20,373	(2,740)	17,633
Reconciliation of funds				
Total funds brought forward		163,516	136,281	299,797
Total funds carried forward	18	<u>183,889</u>	<u>133,521</u>	<u>317,410</u>

All of the charity's activities derive from continuing operations during the above two periods.

The funds breakdown for 2021 is shown in note 18.

Our Space (Staffs) Limited
known as Our Space
(Registration number: 10007655)
Balance Sheet as at 31 March 2022

	Note	2022 £	2021 £
Fixed assets			
Tangible assets	14	68,496	7,095
Current assets			
Debtors	15	5,738	3,246
Cash at bank and in hand	16	309,753	308,005
		<u>315,491</u>	<u>311,251</u>
Creditors: Amounts falling due within one year	17	<u>(946)</u>	<u>(938)</u>
Net current assets		<u>314,545</u>	<u>310,315</u>
Net assets		<u>383,041</u>	<u>317,410</u>
Funds of the charity:			
Restricted income funds			
Restricted funds		197,216	133,521
Unrestricted income funds			
Unrestricted funds		<u>185,825</u>	<u>183,889</u>
Total funds	18	<u>383,041</u>	<u>317,410</u>

For the financial year ending 31 March 2022 the charity was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.

Directors' responsibilities:

- The members have not required the charity to obtain an audit of its accounts for the year in question in accordance with section 476; and
- The directors acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of accounts.

The financial statements on pages 11 to 27 were approved by the trustees, and authorised for issue on 12.1.22 and signed on their behalf by:


Hannah Dean
Trustee

Our Space (Staffs) Limited

known as Our Space

Notes to the Financial Statements for the Year Ended 31 March 2022

1 Charity status

The charity is limited by guarantee, incorporated in England, and consequently does not have share capital. Each of the trustees is liable to contribute an amount not exceeding £1 towards the assets of the charity in the event of liquidation.

The address of its registered office is:

The Brook Centre
Stanier Street
Newcastle under Lyme
Staffordshire
ST5 2SU

2 Accounting policies

Summary of significant accounting policies and key accounting estimates

The principal accounting policies applied in the preparation of these financial statements are set out below. These policies have been consistently applied to all the years presented, unless otherwise stated.

Statement of compliance

The financial statements have been prepared in accordance with 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) (effective 1 January 2019) - Charities SORP (FRS 102)), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102). They also comply with the Companies Act 2006 and Charities Act 2011.

Basis of preparation

Our Space (Staffs) Limited 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 notes.

Going concern

The trustees consider that there are no material uncertainties about the charity's ability to continue as a going concern nor any significant areas of uncertainty that affect the carrying value of assets held by the charity.

Income and endowments

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 the income receivable can be measured reliably.

Donations and legacies

Donations are recognised when the charity has been notified in writing of both the amount and settlement date. In the event that a donation is subject to conditions that require a level of performance by the charity before the charity is entitled to the funds, the income is deferred and not recognised until either those conditions are fully met, or the fulfilment of those conditions is wholly within the control of the charity and it is probable that these conditions will be fulfilled in the reporting period.

Donated services provided on a pro-bono basis are included as income with a relevant expense also being recognised in the SOFA at the cost that would have been charged for the service.

Our Space (Staffs) Limited

known as Our Space

Notes to the Financial Statements for the Year Ended 31 March 2022

Grants receivable

Grants are recognised when the charity has an entitlement to the funds and any conditions linked to the grants have been met. Where performance conditions are attached to the grant and are yet to be met, the income is recognised as a liability and included on the balance sheet as deferred income to be released.

Investment income

Dividends are recognised once the dividend has been declared and notification has been received of the dividend due.

Expenditure

All expenditure is recognised once there is a legal or constructive obligation to that expenditure; it is probable settlement is required and the amount can be measured reliably. All costs are allocated to the applicable expenditure heading that aggregate similar costs to that category. Where costs cannot be directly attributed to particular headings they have been allocated on a basis consistent with the use of resources, with central staff costs allocated on the basis of time spent, and depreciation charges allocated on the portion of the asset's use. Other support costs are allocated based on the spread of staff costs.

Raising funds

These are costs incurred in attracting voluntary income, the management of investments and those incurred in trading activities that raise funds.

Charitable activities

Charitable expenditure comprises those costs incurred by the charity in the delivery of its activities and services for its beneficiaries. It includes both costs that can be allocated directly to such activities and those costs of an indirect nature necessary to support them.

Governance costs

These include the costs attributable to the charity's compliance with constitutional and statutory requirements, including audit, strategic management and trustees meetings and reimbursed expenses.

Government grants

Government grants are recognised based on the accrual model and are measured at the fair value of the asset received or receivable. Grants are classified as relating either to revenue or to assets. Grants relating to revenue are recognised in income over the period in which the related costs are recognised. Grants relating to assets are recognised over the expected useful life of the asset. Where part of a grant relating to an asset is deferred, it is recognised as deferred income.

Taxation

The charity is considered to pass the tests set out in Paragraph 1 Schedule 6 of the Finance Act 2010 and therefore it meets the definition of a charitable company for UK corporation tax purposes. Accordingly, the charity is potentially exempt from taxation in respect of income or capital gains received within categories covered by Chapter 3 Part 11 of the Corporation Tax Act 2010 or Section 258 of the Taxation of Chargeable Gains Act 1992, to the extent that such income or gains are applied exclusively to charitable purposes.

Tangible fixed assets

Individual fixed assets costing £75 or more with an expected lifespan of 5 years or more are initially recorded at cost, less any subsequent accumulated depreciation and subsequent accumulated impairment losses.

Our Space (Staffs) Limited

known as Our Space

Notes to the Financial Statements for the Year Ended 31 March 2022

Depreciation and amortisation

Depreciation is provided on tangible fixed assets so as to write off the cost or valuation, less any estimated residual value, over their expected useful economic life as follows:

Asset class	Depreciation method and rate
Office Equipment	20% reducing balance
Play Equipment	15% reducing balance
Fixed Play Structures	15 years - Straight line
Kitchen Equipment	5 years - Straight line
Gardening Equipment	20% reducing balance

Trade debtors

Trade debtors are amounts due from customers for merchandise sold or services performed in the ordinary course of business.

Trade debtors are recognised initially at the transaction price. They are subsequently measured at amortised cost using the effective interest method, less provision for impairment. A provision for the impairment of trade debtors is established when there is objective evidence that the charity will not be able to collect all amounts due according to the original terms of the receivables.

Cash and cash equivalents

Cash and cash equivalents comprise cash on hand and call deposits, and other short-term highly liquid investments that are readily convertible to a known amount of cash and are subject to an insignificant risk of change in value.

Trade creditors

Trade creditors are obligations to pay for goods or services that have been acquired in the ordinary course of business from suppliers. Accounts payable are classified as current liabilities if the charity does not have an unconditional right, at the end of the reporting period, to defer settlement of the creditor for at least twelve months after the reporting date. If there is an unconditional right to defer settlement for at least twelve months after the reporting date, they are presented as non-current liabilities.

Trade creditors are recognised initially at the transaction price and subsequently measured at amortised cost using the effective interest method.

Our Space (Staffs) Limited

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Notes to the Financial Statements for the Year Ended 31 March 2022

Fund structure

Unrestricted income funds are general funds that are available for use at the trustees discretion in furtherance of the objectives of the charity.

Restricted income funds are those donated for use in a particular area or for specific purposes, the use of which is restricted to that area or purpose.

Pensions and other post retirement obligations

The charity operates a defined contribution pension scheme which is a pension plan under which fixed contributions are paid into a pension fund and the charity has no legal or constructive obligation to pay further contributions even if the fund does not hold sufficient assets to pay all employees the benefits relating to employee service in the current and prior periods.

Contributions to defined contribution plans are recognised in the Statement of Financial Activities when they are due. If contribution payments exceed the contribution due for service, the excess is recognised as a prepayment.

Financial Instruments

Classification

Financial assets and financial liabilities are recognised when the charity becomes a party to the contractual provisions of the instrument.

Financial liabilities and equity instruments are classified according to the substance of the contractual arrangements entered into. An equity instrument is any contract that evidences a residual interest in the assets of the charity after deducting all of its liabilities.

Recognition and measurement

All financial assets and liabilities are initially measured at transaction price (including transaction costs), except for those financial assets classified as at fair value through profit or loss, which are initially measured at fair value (which is normally the transaction price excluding transaction costs), unless the arrangement constitutes a financing transaction. If an arrangement constitutes a financing transaction, the financial asset or financial liability is measured at the present value of the future payments discounted at a market rate of interest for a similar debt instrument.

Financial assets and liabilities are only offset in the statement of financial position when, and only when there exists a legally enforceable right to set off the recognised amounts and the charity intends either to settle on a net basis, or to realise the asset and settle the liability simultaneously.

Financial assets are derecognised when and only when a) the contractual rights to the cash flows from the financial asset expire or are settled, b) the charity transfers to another party substantially all of the risks and rewards of ownership of the financial asset, or c) the charity, despite having retained some, but not all, significant risks and rewards of ownership, has transferred control of the asset to another party.

Financial liabilities are derecognised only when the obligation specified in the contract is discharged, cancelled or expires.

Our Space (Staffs) Limited

known as Our Space

Notes to the Financial Statements for the Year Ended 31 March 2022

3 Income from donations and legacies

	Unrestricted funds General £	Restricted funds £	Total 2022 £
Donations and legacies:			
Donations	8,798	750	9,548
Grants, including capital grants;			
Government grants	4,174	-	4,174
Grants from other charities	-	83,383	83,383
	<u>12,972</u>	<u>84,133</u>	<u>97,105</u>
	Unrestricted funds General £	Restricted funds £	Total 2021 £
Donations and legacies:			
Donations from companies, trusts and similar proceeds	-	3,119	3,119
Donations	8,843	-	8,843
Grants, including capital grants;			
Government grants	26,668	250	26,918
Grants from other charities	-	33,102	33,102
	<u>35,511</u>	<u>36,471</u>	<u>71,982</u>

4 Income from charitable activities

	Unrestricted funds General £	Total 2022 £
Centre activities and playschemes	<u>60,686</u>	<u>60,686</u>
	Unrestricted funds General £	Total 2021 £
Centre activities and playschemes	<u>19,239</u>	<u>19,239</u>

Our Space (Staffs) Limited

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Notes to the Financial Statements for the Year Ended 31 March 2022

5 Income from other trading activities

	Unrestricted funds General £	Total 2022 £
Events income;		
Other events income	4,921	4,921
	<u>4,921</u>	<u>4,921</u>
	Unrestricted funds General £	Total 2021 £
Events income;		
Other events income	1,411	1,411
	<u>1,411</u>	<u>1,411</u>

6 Investment income

	Unrestricted funds General £	Total 2022 £
Interest receivable and similar income;		
Interest receivable on bank deposits	2,155	2,155
	<u>2,155</u>	<u>2,155</u>
	Unrestricted funds General £	Total 2021 £
Interest receivable and similar income;		
Interest receivable on bank deposits	3,104	3,104
	<u>3,104</u>	<u>3,104</u>

Our Space (Staffs) Limited

known as Our Space

Notes to the Financial Statements for the Year Ended 31 March 2022

7 Expenditure on raising funds

a) Costs of trading activities

	Note	Total 2022 £
	Unrestricted funds General £	Total 2021 £
Note		
Fundraising trading costs;		
Fundraising	40	40
	40	40

8 Expenditure on charitable activities

	Activity undertaken directly £	2022 £
The provision of a service for people with disabilities	97,340	97,340
	Activity undertaken directly £	2021 £
The provision of a service for people with disabilities	76,148	76,148

£76,802 (2021 - £36,937) of the above expenditure was attributable to unrestricted funds and £20,438 (2021 - £39,211) to restricted funds.

In addition to the expenditure analysed above, there are also governance costs of £1,896 (2021 - £1,915) which relate directly to charitable activities. See note 9 for further details.

Our Space (Staffs) Limited

known as Our Space

Notes to the Financial Statements for the Year Ended 31 March 2022

9 Analysis of governance and support costs

Governance costs

	Unrestricted funds General £	Total 2022 £
Independent examiner fees	735	735
Examination of the financial statements	1,161	1,161
Other fees paid to examiners	1,898	1,898
	<u>Unrestricted funds General £</u>	<u>Total 2021 £</u>
Independent examiner fees	700	700
Examination of the financial statements	1,215	1,215
Other fees paid to examiners	1,915	1,915

10 Government grants

£599 (2021: £5,518) was received from HMRC for the Job Retention Scheme.
£3,575 (2021: £20,650) was received from Newcastle under Lyme Borough Council to assist with the impact of COVID-19.
2021: £500 was received from Stoke on Trent City Council to assist with the impact of COVID-19.
2021: £250 was received from Stafford County Council to assist with the impact of COVID-19.

The amount of grants recognised in the financial statements was £4,174 (2021 - £26,918).
There were no unfulfilled conditions at the year end.

11 Trustees remuneration and expenses

No trustees, nor any persons connected with them, have received any remuneration from the charity during the year.

No trustees have received any reimbursed expenses or any other benefits from the charity during the year.

Our Space (Staffs) Limited

known as Our Space

Notes to the Financial Statements for the Year Ended 31 March 2022

12 Staff costs

The aggregate payroll costs were as follows:

	31 March 2022 £	2021 £
Staff costs during the year were:		
Wages and salaries	69,113	60,730
Pension costs	889	819
	<u>70,002</u>	<u>61,549</u>

The monthly average number of persons (including senior management team) employed by the charity during the year was as follows:

	2022 No	2021 No
Playworkers	9	9
Management and administration	3	3
	<u>12</u>	<u>12</u>

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

The total employee benefits of the key management personnel of the charity were £30,522 (2021 - £28,106).

13 Taxation

The charity is a registered charity and is therefore exempt from taxation.

14 Tangible fixed assets

	Furniture and equipment £	Total £
Cost		
At 1 April 2021	9,227	9,227
Additions	62,682	62,682
At 31 March 2022	<u>71,909</u>	<u>71,909</u>
Depreciation		
At 1 April 2021	2,132	2,132
Charge for the year	1,281	1,281
At 31 March 2022	<u>3,413</u>	<u>3,413</u>
Net book value		
At 31 March 2022	<u>68,496</u>	<u>68,496</u>

Our Space (Staffs) Limited

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Notes to the Financial Statements for the Year Ended 31 March 2022

	Furniture and equipment £	Total £
At 31 March 2021	7,095	7,095
15 Debtors		
	2022 £	2021 £
Trade debtors	2,265	1,755
Prepayments	280	286
Accrued income	371	472
Other debtors	2,822	733
	<u>5,738</u>	<u>3,246</u>
16 Cash and cash equivalents		
	2022 £	2021 £
Cash on hand	89	113
Cash at bank	11,317	27,299
Short-term deposits	298,347	280,593
	<u>309,753</u>	<u>308,005</u>
17 Creditors: amounts falling due within one year		
	2022 £	2021 £
Trade creditors	211	206
Accruals	735	730
	<u>946</u>	<u>936</u>

Our Space (Staffs) Limited

known as Our Space

Notes to the Financial Statements for the Year Ended 31 March 2022

18 Funds

	Balance at 1 April 2021 £	Incoming resources £	Resources expended £	Balance at 31 March 2022 £
Unrestricted funds				
<i>General</i>				
General funds	35,389	80,734	(42,370)	73,753
<i>Designated</i>				
Designated Funds	148,500	-	(36,428)	112,072
Total unrestricted funds	<u>183,889</u>	<u>80,734</u>	<u>(78,798)</u>	<u>185,825</u>
Restricted funds				
BBC Children in Need	1,634	-	(192)	1,442
Barnacks Trust	271	400	(434)	237
NCS	674	-	(84)	590
Sundry restricted funds	1,249	-	-	1,249
Tesco Bags of Help	(119)	-	(119)	(238)
Soft Play Appeal	7,000	750	-	7,750
North Staffordshire Hospitals Children's Trust	120,000	-	-	120,000
Co-op Community Fund	2,812	-	(187)	2,625
Postcode Local Trust	-	14,225	(474)	13,751
CAF Resilience Fund	-	58,758	(17,028)	41,730
Bernard Sunley Foundation	-	5,000	-	5,000
B&Q Foundation	-	5,000	(1,920)	3,080
Total restricted funds	<u>133,521</u>	<u>84,133</u>	<u>(20,438)</u>	<u>197,216</u>
Total funds	<u>317,410</u>	<u>164,867</u>	<u>(99,236)</u>	<u>383,041</u>

Our Space (Staffs) Limited

known as Our Space

Notes to the Financial Statements for the Year Ended 31 March 2022

Comparative Information for the Previous Year

	Balance at 1 April 2020 £	Incoming resources £	Resources expended £	Transfers £	Balance at 31 March 2021 £
Unrestricted funds					
<i>General</i>					
General funds	33,516	59,265	(38,892)	(18,500)	35,389
<i>Designated</i>					
Designated Funds	130,000	-	-	18,500	148,500
Total unrestricted funds	<u>163,516</u>	<u>59,265</u>	<u>(38,892)</u>	<u>-</u>	<u>183,689</u>
Restricted					
BBC Children in Need	6,928	19,466	(24,760)	-	1,634
Barracks Trust	311	-	(40)	-	271
NCS	773	-	(99)	-	674
Sundry restricted funds	1,249	-	-	-	1,249
Tesco Bags of Help	-	-	(119)	-	(119)
Soft Play Appeal	7,000	-	-	-	7,000
North Staffordshire Hospitals Children's Trust	120,000	-	-	-	120,000
CAF Resilience Fund	-	12,136	(12,136)	-	-
Co-op Community Fund	-	3,119	(307)	-	2,812
Staffs County Council	-	250	(250)	-	-
Community Foundation	-	1,000	(1,000)	-	-
Tesco Bags of Help	-	500	(500)	-	-
Total restricted funds	<u>136,261</u>	<u>36,471</u>	<u>(39,211)</u>	<u>-</u>	<u>133,521</u>
Total funds	<u>299,777</u>	<u>95,736</u>	<u>(78,103)</u>	<u>-</u>	<u>317,410</u>

Our Space (Staffs) Limited

known as Our Space

Notes to the Financial Statements for the Year Ended 31 March 2022

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

BBC Children in Need - To pay for a Service Manager and sessional playworkers and the development of our evening and weekend sessions for three years

The Barracks Trust -To replace mats in the soft play area & for christmas party

NCS - A restricted donation to purchase two trikes raised by young people participating in the National Citizenship Service Programme.

Tesco Bags of Help -For the development of a sensory garden area

North Staffordshire Hospitals Children's Trust - For playworkers salaries

Soft Play Appeal - To fully refurbish the soft play area

Sundry restricted funds were received for the purpose of refurbishing the Brook Centre.

CAF Resilience Fund-emergency funding to help charities survive the Impact of COVID 19

CO-OP Community Fund-to be spent on creating a Sensory Trail.

Staffs County Council -to help cover running costs as a result of loss of income due to COVID-19

Community Foundation Staffs-financial support for COVID-19

Tesco Bags of Help-to help with running costs due to loss of income due to COVID-19

CAF Resilience Fund funding for office furniture, computers & tablets and staffing costs

Post Code Local Trust to fund the outdoor play area

Bernard Sunley Foundation to fund the soft play area refurbishment

B&Q Foundation to fund the renovation of our sensory garden area

Designated Funds

Designated funds are funds set aside to ensure that the Charity has the equivalent of between six and nine months' expenditure available (£60,000) to cover ongoing costs should there be a loss of future funding or a reduction of income to allow the Charity sufficient time to source alternative funding or, in extremis, to be able to close the Charity in an orderly and controlled manner. In addition £30,000 has been designated to ensure that there are sufficient funds held to cover any work required on the buildings and £22,072 has been designated towards a new soft play area.

Our Space (Staffs) Limited

known as Our Space

Notes to the Financial Statements for the Year Ended 31 March 2022

19 Analysis of net assets between funds

	Unrestricted funds		Restricted funds	Total funds at 31 March 2022
	General	Designated		
	£	£	£	£
Tangible fixed assets	34,104	-	34,392	68,496
Current assets	40,595	112,072	162,824	315,491
Current liabilities	(946)	-	-	(946)
Total net assets	<u>73,753</u>	<u>112,072</u>	<u>197,216</u>	<u>383,041</u>

Comparative Information for the Previous Year

	Unrestricted funds		Restricted funds	Total funds at 31 March 2021
	General	Designated		
	£	£	£	£
Tangible fixed assets	826	-	6,269	7,095
Current assets	35,499	148,500	127,252	311,251
Current liabilities	(936)	-	-	(936)
Total net assets	<u>35,389</u>	<u>148,500</u>	<u>133,521</u>	<u>317,410</u>

20 Related party transactions

There were no related party transactions in the year.

OUR SPACE (STAFFS) LTD

England & Wales - Charity number 1169347

Accounts

Company registration number: 10007656

Charity registration number: 1169347

Our Space (Staffs) Limited

known as

Our Space

(A company limited by guarantee)

Annual Report and Financial Statements

for the Year Ended 31 March 2021

Daryl Denson ACMA
VAST
The Dudson Centre
Hope Street
Hanley
Stoke-on-Trent
Staffordshire
ST1 5DD

Our Space (Staffs) Limited

known as Our Space

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Our Space (Staffs) Limited

known as Our Space

Reference and Administrative Details

Trustees	Michael Rogalski, Chair Hannah Dean, Treasurer Faye Johnson, Secretary Christina Loftus
Senior Management Team	Jane Smith, Service Manager
Principal Office	The Brook Centre Stanier Street Newcastle under Lyme Staffordshire ST5 2SU
	The charity is incorporated in England.
Company Registration Number	10007655
Charity Registration Number	1169347
Bankers	Nat West Newcastle High Street Newcastle- Under-Lyme Staffordshire
Independent Examiner	Daryl Denson ACMA VAST The Dudson Centre Hope Street Haleley Stoke-on-Trent Staffordshire ST1 5DD

Our Space (Staffs) Limited

known as Our Space

Trustees' Report (Incorporating Directors' Report)

The trustees, who are directors for the purposes of company law, present the annual report together with the financial statements of the charitable company for the year ended 31 March 2021.

Trustees

Michael Rogalski, Chair

Adrian Bail, Chair (resigned 5 October 2020)

Hannah Dean, Treasurer

Faye Johnson, Secretary

Christina Loflus

Charity Overview

Our Space (Staffs) Ltd is a charity set up in February 2016 to provide activities and facilities for children and adults with disabilities and their families.

Based at The Brook Centre, Newcastle-under-Lyme, our premises provide the specialist facilities needed in order to be able to deliver a fully-accessible service; our variety of sessions are run by a team of paid staff with support from volunteers.

The 2020-2021 year has been a challenging year for many reasons. Even before Covid-19 arrived, we knew we were heading for a year of change and new challenges; Approach were due to leave the partnership in April 2020, meaning that we would have sole responsibility for the running costs of our premises, and our Children in Need funding was to come to an end in November 2020 after funding our Service Manager and Playworkers for 3 years. At the beginning of 2020 we were also well underway with fundraising for the full refurbishment of our soft play area and had hoped that this would have been installed within the 2020-2021 year. When Covid-19 struck in March 2020, all our plans for the year had to change and we found ourselves having to adapt very quickly to the fast-emerging situation.

With a national lockdown imposed, we had to close doors at Our Space from March 2020 until the end of July 2020, and then for a second time between November 2020 and March 2021. This had a huge potential impact on us financially, but what was much harder was not being able to provide a service for our members at a time when it was needed more than ever.

Throughout both lockdown periods we adapted our service to remote provision, running a series of Zoom sessions and keeping in touch with members via email and telephone. Our Friday Zoom Club was particularly successful and enabled our members to keep in contact with each other and to take part in fun activities during a period when they were able to do very little outside of their home. However, for many of our young people and their families, what they really needed was for our doors to reopen so that they could access face-to-face sessions again.

After a lot of preparation and with restrictions in place, we were able to reopen doors to Our Space at the end of July 2020 and we ran our summer playscheme, family sessions and evening club sessions, until we went back into lockdown in November. All these sessions had to run with smaller numbers in order to ensure we were operating within Government guidelines; as a result we were fully booked for all sessions within the 3 month period.....and everyone was so pleased to be back!

Our Space (Staffs) Limited

known as Our Space

Trustees' Report (incorporating Directors' Report)

With regards to finances, we are in a much better position at the end of the 2020-2021 year than we had anticipated being. Throughout the lockdown periods, we were unable to generate any income through the running of sessions, all planned fundraising events had to be cancelled and general donations were few and far between. However, we were able to access a series of Covid recovery grants (see later in report) which have bridged the gap for us and we were able to make use of the Government furlough scheme for part of the year for some of our staff.

We find ourselves in the fortunate position at the end of the financial year of having recovered from a projected deficit and have actually managed to generate a surplus in funds. The Trustees have taken the decision to allocate this surplus to the soft play fund which means that we can now move ahead and plan for installation for later this year. This has been a priority within our business plan for some time and we are pleased that we are now in a position to proceed.

Objectives and activities

Objects and aims

The purposes of Our Space as set out in our Articles of Association are:

-To promote the benefit of children, young people and adults with a disability (including learning disability, physical disability, sensory impairment, behavioural and emotional difficulties); without distinction of gender, sexual orientation, race or individual financial means, or of political, religious or other opinions by the provision of play, social and educational opportunities.

-To provide opportunities for the families of such children, young people and adults to obtain respite and support.

Public benefit

Our main activities in the 2020-2021 year have been the provision of sessions to benefit children, young people and adults with a disability and their families; owing to Covid restrictions some of these sessions have been run remotely via Zoom during the lockdown periods and outside of lockdown periods, numbers at sessions have been greatly restricted.

The trustees confirm that they have complied with the requirements of section 4 of the Charities Act 2011 to have due regard to the public benefit guidance published by the Charity Commission for England and Wales.

Our Space (Staffs) Limited

known as Our Space

Trustees' Report (incorporating Directors' Report)

Achievements and performance

Our main activities in the 2020-2021 year have been the provision of sessions to benefit children, young people and adults with a disability and their families; owing to Covid restrictions some of these sessions have been run remotely via Zoom during the lockdown periods and outside of lockdown periods; numbers at sessions have been greatly restricted.

1) Sessions and activities provided

During the course of the year Our Space has provided:

(a) Evening Club Sessions

- Our Space Juniors takes place every Tuesday evening for children with a disability aged 8 to 12 years.
- Our Space Seniors takes place every Thursday evening for young people aged 12 to 18 years.
- Our Space Plus+ takes place every Friday evening for teenagers and young adults aged 18 upwards.

All these club sessions provide members with the opportunity to meet with friends; socialise and take part in recreational activities - for some this is their only social activity and the only opportunity they have to gain independence away from their parents/ carers.

As a result of Covid restrictions, over the last 12 months the three sessions have run as face-to-face sessions only between September and November. During the lockdown periods, Our Space Plus+ ran remotely via Zoom on a weekly basis, offering a range of fun activities including quizzes, bingo, magic, dance parties and drumming sessions. This weekly Zoom club enabled our members to keep in touch with each other, share their news and have fun at a time when they were unable to see anyone outside their immediate household. Zoom sessions were also offered to members of Junior and Senior Club on a fortnightly basis.

For the 2 months between September and November when sessions were running face-to-face (with restricted numbers), the three sessions offered face-to-face places to 45 children, teenagers and young adults. During lockdown, Friday Zoom sessions were attracting between 12 and 18 young people each week; Junior and Senior Zoom sessions were less popular, mainly as the younger age groups were less keen to interact online.

Face-to-face club sessions resumed after the Easter holidays in April 2021.

Our Space (Staffs) Limited

known as Our Space

Trustees' Report (Incorporating Directors' Report)

(b) Adult Drop-In Sessions

Our Space Adult Social usually takes place weekly on a Wednesday evening. These sessions are for anyone over the age of 16 who has a disability to attend either independently or with a carer.

Over the past year the Adult Social has only taken place face-to-face (and with restricted numbers) between September and November. During the lockdown periods we ran the session on a regular basis via Zoom, providing a range of activities similar to those of the Friday Zoom sessions.

Face-to-face Adult Social sessions resumed after the Easter holidays in April 2021.

Unfortunately, we have been unable to run our monthly disco for the duration of the 2020-2021 period as a result of Government restrictions for this type of activity. We hope to be able to resume discos later in 2021.

(c) Family Sessions

One of our most popular sessions has always been our weekly Saturday afternoon family session which can be attended by any family that has a child with a disability. It is an opportunity for the whole family to attend together, for parents to meet each other, gain mutual support and relax whilst their children, both with and without disabilities, can play in a safe and stimulating environment.

Although we ran a series of Zoom sessions for families during lockdown, our face-to-face family sessions were greatly missed.

On resuming family sessions in July 2021 (until November when we went into the second lockdown period), we had to adapt them from being drop-in style sessions to pre-booked sessions, in order that we met all Government guidelines. Numbers had to be greatly restricted in order to meet social distancing guidance which meant that our family sessions were in great demand and we saw each one fully-booked to the appropriate capacity.

In the 13-week period between July and November, family sessions saw 111 family visits with 176 children and young people (143 with a disability) and 139 parents/carers benefitting from them. We currently have 197 individual families who are members of Our Space.

Family sessions resumed after the second lockdown period at the beginning of the Easter holidays 2021.

(d) Holiday Playschemes

Holiday playschemes usually take place at each of the school breaks during the year (Easter holiday, summer holiday and half-terms in May, October and February). Over the past year, we have only run playscheme during the summer 2020 holidays and October half-term and numbers had to be greatly restricted to comply with Government guidance.

Children and young people attended these playschemes for either a morning or afternoon session, or stayed for a full day. A total of 170 places were offered to children and young people with a disability at these sessions.

Our Space (Staffs) Limited

known as Our Space

Trustees' Report (incorporating Directors' Report)

(e) School and Group Visits

During the week, term-time, and at available times at the weekend and during school holidays, special schools and groups are able to make private bookings to make use of the facilities at The Brook Centre. Since Approach have no longer shared our premises (from April 2020), we have had greater capacity during the week for private bookings, although lockdown periods have impacted on the number of bookings we have been able to take.

Over the last 12 months, there have been 115 visits made by special schools and colleges in the area and by other support groups, as well as by some local adult provisions. In total 326 children and adults with a disability have visited with these groups.

(f) Aiming High Activities

Our Space continues to be contracted through Action for Children to provide short break activities as part of the Stoke-on-Trent Aiming High programme.

In the period we have provided mainly online Zoom sessions.

2) Fundraising Activities

Fundraising activities this year have very much been put on hold as restrictions have made it almost impossible to run events or to do things such as bucket collections.

In February 2021, Our Space reached the milestone of being 5 years old. We have launched a 5 Star Challenge campaign to run throughout the 12 months of our 5th anniversary year and are encouraging people to take on a challenge that incorporates the number 5 in order to raise funds for us. We are hoping that after a year of not being able to fundraise, this campaign will kickstart fundraising for the 2021-22 year, and that we will be able at some point in the coming year to be able to hold some larger fundraising events again.

Our Space (Staffs) Limited

known as Our Space

Trustees' Report (incorporating Directors' Report)

Our Space Staff and Volunteers

Our Space currently employs a team of 12 paid staff:

Jane Smith Service Manager
Jill Spencer Finance & Administration
John McCafferty Grounds and Cleaning

plus 9 Sessional Playworkers.

Our staff team is our most valuable asset and we take pride in having a team of experienced and professional Playworkers who are key to the successful delivery of all our club sessions and holiday playschemes. All our Playworkers are qualified to a minimum of level 2 or 3 in Playwork and/or Childcare and they also receive training in Paediatric First Aid, Safeguarding Children, Manual Handling and Food Hygiene, as well as any other courses which will enhance their working practice. They are the heart and soul of all that we do and we thank them for their hard work, for their dedication, support and friendship, especially during this difficult year where they have had to adapt their practice in order to comply with Covid-safe guidelines.

Volunteers remain an integral part of the successful running of Our Space sessions. The support we gain from our volunteers is invaluable and their dedication and enthusiasm is part of what makes our sessions such a resounding success. We would like to take this opportunity to thank this year's regular volunteers Lisa, Kelly, Lauren, Minuli who have volunteered at our club sessions (both face-to-face and Zoom), and also to Dave and Shaun who have given hours of their time helping to maintain our grounds and whose support has been invaluable.

Financial review

Our financial focus for this year has been very much on keeping on an even keel and weathering the Covid storm. Over the last couple of years we have managed to build up our reserves to ensure that we were in a sound financial position and these reserves were there as a safety net should we have struggled as a result of the pandemic. Fortunately, we have been able to access a series of Covid support grants and consequently we have not needed to make use of any reserves during the year.

Our total income for 2020-2021 was £95,736 (2020 - £260,061), with expenditure of £78,103 (2020 - £68,018). At the end of the period, the total net assets are £317,410 (2020 - £299,776), of which £133,521 is restricted funds (essentially monies received as advance payments to be spent for specific purposes).

Our Space (Staffs) Limited

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Trustees' Report (Incorporating Directors' Report)

Funding Sources

Grant funding- large grants have been received from:

BBC Children in Need- £19,466 in the period (total of £116,588 over 3 years) to pay for a Service Manager and towards the cost of our sessional playworkers. (monies are received on a quarterly basis). This grant funding reached the end of its 3 years in November 2020.

Charities Aid Foundation Resilience Fund (Covid) - £12,136 to cover Service Manager wages, additional cleaning hours and activities for Zoom sessions for 4 months between November 2020 and March 2021.

Newcastle Borough Council Discretionary Business Support Grant (Covid) - £10,000

Newcastle Borough Council Additional Restrictions Grants (Covid)- total £10,650

Grant funding- small grants have been received from:

Community Foundation of Staffordshire/ National Emergencies Trust Covid-19 Fund - £1,000 towards summer playscheme costs

Co-op Community Fund - £2,407 for sensory seating area project

Severn Trent Water Covid Recovery Fund - £5,000

Staffordshire County Council Covid-19 Support Fund/ Simon Tagg - £250 towards utilities costs

Stoke-on-Trent City Council Voluntary and Community Sector Funding (Covid) - £500 towards running costs

Tesco Bags of Help Covid-19 Communities Fund - £500 towards summer playscheme costs.

Our Space (Staffs) Limited

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Trustees' Report (Incorporating Directors' Report)

Significant financial and other support has also been gratefully received throughout the year from:

Amanda Dean

Ann McCabe Solicitors

Donations in Memory of Mr Birkin

Friends of Dutham Grove

Margaret Heath and friends' sale of knitted Santas

Mr and Mrs Colley

Mrs L. Emery

Mr I. Hickton

Mr D. Hyner

Mrs S. Pattison

Mrs and Mrs D. Slack

Mrs B. Speirs

Mr and Mrs J. Stokes

Newcastle-under-Lyme Lions Club

Rotary Club of Newcastle-under-Lyme

Susan Chan and Peaches Chinese Restaurant

Our Space (Staffs) Limited

known as Our Space

Trustees' Report (Incorporating Directors' Report)

Policy on reserves

Of the £163,515 of unrestricted funds, £60,000 is designated as reserves. Our Space has a policy in place to hold 6-9 months' running costs in reserves to cover ongoing costs should there be a loss of funding or a reduction of income, to allow the Charity sufficient time to source alternative funding. Based on projected figures for expenditure for the coming financial year, our current level of reserves meets this requirement.

The Directors have also designated £56,500 of unrestricted funds towards the replacement of the soft play and £30,000 to a sinking fund for essential premises repairs. The building is now 30 years old and the outdoor equipment 15 years old, so the likelihood of significant repair work being needed increases every year. It is prudent to prepare for the eventuality of major work being required.

It has always been our intention to reach a level of self-sustainability such that we do not need to rely in the future on large grant funding to support our day-to-day activities and staffing costs. In order to achieve this we need to have a strong focus on our own income generation, both through the charging for services offered and through fundraising. By the end of March 2020, we were well on our way to achieving this goal. However, with the increased expenditure expected now we are no longer sharing premises costs with Approach, the end of the Children in Need grant and also the impact of Covid 19 (more of which in a later section), we are going to have to work harder than ever over the coming months to increase our day-to-day income generation. We are currently in a secure financial position, but we cannot rest on our laurels and must work innovatively in order to make the best use of our resources.

Plans for future periods

Aims and key objectives for future periods

After the ups and downs of 2020-2021, the 2021-2022 year has started favourably. We already have a pretty full diary for weekday bookings and with the lifting of Government restrictions we will be able to welcome larger numbers of people back to our sessions. We are seeing a significant rise in enquiries from new families and to date all family sessions have been fully booked. We need to work towards returning to capacity at some of our club sessions and to filling the few remaining gaps in the diary during the week, but we are confident that we should be able to achieve this fairly quickly.

August 2021 will see the installation of a new zip wire in the grounds after the previous one reached the end of its working life and we are currently in the early planning stages for a project to fully replace the outdoor play equipment which has been in place for 16 years and is beginning to reach the end of its lifespan – we see this as a 2 year plan so hope to have plans drawn up and to have secured funding in order to start work in 2023. Now that we have raised the funds needed for the refurbishment of the soft play area, we have installation planned for January/February 2022.

As for everyone, there is still an element of uncertainty as to how the coming year will pan out, but for now we are confident that we are heading in the right direction and we have many things to look forward to. We have shown resilience over the last year and proved that we can respond and adapt quickly in difficult circumstances – we have always liked a challenge and this past year has certainly provided us with that!

Our Space (Staffs) Limited

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Trustees' Report (incorporating Directors' Report)

Structure, governance and management

Nature of governing document

Our Space (Staffs) Ltd is a Company Limited by Guarantee and a Registered Charity governed by its Memorandum and Articles of Association, which were last amended on 31 May 2016.

Recruitment and appointment of trustees

Our Space is governed by a Board of Directors. There are currently 4 Directors, but a maximum of 12 can serve on the Board.

Any family with a child or young person with a disability can apply to Our Space to become members. On becoming a member, they can then nominate Directors for election to the Board at the AGM.

The Board can also appoint a person willing to be a Director and can co-opt individuals to the Board; these appointments would then be ratified by members at the following AGM.

All Directors receive induction training and receive a handbook of policies and procedures. Training sessions are identified throughout the year that will benefit Directors in the governance of the Charity.

Induction and training of trustees

All Directors receive induction training and receive a handbook of policies and procedures. Training sessions are identified throughout the year that will benefit Directors in the governance of the Charity.

Small companies provision statement

This report has been prepared in accordance with the small companies regime under the Companies Act 2006.

The annual report was approved by the trustees of the charity on 27/09/24 and signed on its behalf by:


Hannah Dean
Trustee

Our Space (Staffs) Limited

known as Our Space

Independent Examiner's Report to the trustees of Our Space (Staffs) Limited

I report to the charity trustees on my examination of the accounts of the charity for the year ended 31 March 2021 which are set out on pages 13 to 30.

Respective responsibilities of trustees and examiner

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

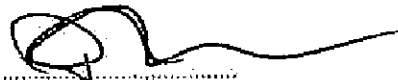
Having satisfied myself that the accounts of Our Space (Staffs) Limited are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of your charity's accounts as carried out under section 145 of the Charities Act 2011 ('the 2011 Act'). In carrying out my examination I have followed the Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act.

Independent examiner's statement

I have completed my examination. I confirm that no matters have come to my attention in connection with the examination giving me cause to believe:

1. accounting records were not kept in respect of Our Space (Staffs) Limited as required by section 386 of the 2006 Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the accounting requirements of section 396 of the 2006 Act other than any requirement that the accounts give a 'true and fair view' which is not a matter considered as part of an independent examination; or
4. the accounts have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities (applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)).

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.



.....
Daryl Denson ACMA
VAST

The Dudson Centre
Hope Street
Hanley
Stoke-on-Trent
Staffordshire
ST1 5DD

Date: 7/10/21

Our Space (Staffs) Limited

known as Our Space

**Statement of Financial Activities for the Year Ended 31 March 2021
(Including Income and Expenditure Account)**

	Note	Unrestricted £	Restricted £	Total 2021 £
Income and Endowments from:				
Donations and legacies	3	35,511	36,471	71,982
Charitable activities	4	19,239	-	19,239
Other trading activities	5	1,411	-	1,411
Investment income	6	3,104	-	3,104
Total Income		<u>59,265</u>	<u>36,471</u>	<u>95,736</u>
Expenditure on:				
Raising funds	7	(40)	-	(40)
Charitable activities	8	<u>(38,862)</u>	<u>(39,211)</u>	<u>(78,083)</u>
Total Expenditure		<u>(38,892)</u>	<u>(39,211)</u>	<u>(78,103)</u>
Net income/(expenditure)		<u>20,373</u>	<u>(2,740)</u>	<u>17,633</u>
Net movement in funds		20,373	(2,740)	17,633
Reconciliation of funds				
Total funds brought forward		<u>163,516</u>	<u>136,261</u>	<u>299,777</u>
Total funds carried forward	18	<u>183,889</u>	<u>133,521</u>	<u>317,410</u>

The notes on pages 16 to 30 form an integral part of these financial statements.

Our Space (Staffs) Limited

known as Our Space

Statement of Financial Activities for the Year Ended 31 March 2021 (Including Income and Expenditure Account)

Comparative Information for the Previous Year

	Note	Unrestricted £	Restricted £	Total 2020 £
Income and Endowments from:				
Donations and legacies	3	15,622	170,037	185,659
Charitable activities	4	62,038	-	62,038
Other trading activities	5	9,851	-	9,851
Investment income	6	2,513	-	2,513
Total Income		90,024	170,037	260,061
Expenditure on:				
Raising funds	7	(364)	-	(364)
Charitable activities	8	(43,875)	(43,779)	(87,654)
Total Expenditure		(44,239)	(43,779)	(88,018)
Net income		45,785	126,258	172,043
Net movement in funds		45,785	126,258	172,043
Reconciliation of funds				
Total funds brought forward		117,731	10,003	127,734
Total funds carried forward	18	163,516	136,261	299,777

All of the charity's activities derive from continuing operations during the above two periods.
The funds breakdown for 2020 is shown in note 18.

Our Space (Staffs) Limited
known as Our Space
(Registration number: 10007655)
Balance Sheet as at 31 March 2021

	Note	2021 £	2020 £
Fixed assets			
Tangible assets	14	7,095	4,193
Current assets			
Debtors	15	3,246	9,266
Cash at bank and in hand	16	308,005	288,154
		311,251	297,420
Creditors: Amounts falling due within one year	17	(936)	(1,838)
Net current assets		310,315	295,584
Net assets		317,410	299,777
Funds of the charity:			
Restricted income funds			
Restricted funds		133,521	136,261
Unrestricted income funds			
Unrestricted funds		183,889	163,516
Total funds	18	317,410	299,777

For the financial year ending 31 March 2021 the charity was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.

Directors' responsibilities:

- The members have not required the charity to obtain an audit of its accounts for the year in question in accordance with section 476; and
- The directors acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of accounts.

These accounts have been prepared in accordance with the provisions applicable to companies subject to the small companies regime.

The financial statements on pages 13 to 30 were approved by the trustees, and authorised for issue on 27/09/21 and signed on their behalf by:


Hannah Dean
Trustee

Our Space (Staffs) Limited

known as Our Space

Notes to the Financial Statements for the Year Ended 31 March 2021

1 Charity status

The charity is limited by guarantee, incorporated in England, and consequently does not have share capital. Each of the trustees is liable to contribute an amount not exceeding £1 towards the assets of the charity in the event of liquidation.

The address of its registered office is:
The Brook Centre
Stanier Street
Newcastle under Lyme
Staffordshire
ST5 2SU

2 Accounting policies

Summary of significant accounting policies and key accounting estimates

The principal accounting policies applied in the preparation of these financial statements are set out below. These policies have been consistently applied to all the years presented, unless otherwise stated.

Statement of compliance

The financial statements have been prepared in accordance with 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) (effective 1 January 2019) - (Charities SORP (FRS 102)), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102). They also comply with the Companies Act 2006 and Charities Act 2011.

Basis of preparation

Our Space (Staffs) Limited 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 notes.

Going concern

The trustees consider that there are no material uncertainties about the charity's ability to continue as a going concern nor any significant areas of uncertainty that affect the carrying value of assets held by the charity.

Income and endowments

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 the income receivable can be measured reliably.

Donations and legacies

Donations are recognised when the charity has been notified in writing of both the amount and settlement date. In the event that a donation is subject to conditions that require a level of performance by the charity before the charity is entitled to the funds, the income is deferred and not recognised until either those conditions are fully met, or the fulfilment of those conditions is wholly within the control of the charity and it is probable that these conditions will be fulfilled in the reporting period.

Donated services provided on a pro-bono basis are included as income with a relevant expense also being recognised in the SOFA at the cost that would have been charged for the service.

Our Space (Staffs) Limited

known as Our Space

Notes to the Financial Statements for the Year Ended 31 March 2021

Grants receivable

Grants are recognised when the charity has an entitlement to the funds and any conditions linked to the grants have been met. Where performance conditions are attached to the grant and are yet to be met, the income is recognised as a liability and included on the balance sheet as deferred income to be released.

Deferred income

Deferred income represents amounts received for future periods and is released to incoming resources in the period for which, it has been received. Such income is only deferred when:

- The donor specifies that the grant or donation must only be used in future accounting periods; or
- The donor has imposed conditions which must be met before the charity has unconditional entitlement.

Investment income

Dividends are recognised once the dividend has been declared and notification has been received of the dividend due.

Expenditure

All expenditure is recognised once there is a legal or constructive obligation to that expenditure, it is probable settlement is required and the amount can be measured reliably. All costs are allocated to the applicable expenditure heading that aggregate similar costs to that category. Where costs cannot be directly attributed to particular headings they have been allocated on a basis consistent with the use of resources, with central staff costs allocated on the basis of time spent, and depreciation charges allocated on the portion of the asset's use. Other support costs are allocated based on the spread of staff costs.

Raising funds

These are costs incurred in attracting voluntary income, the management of investments and those incurred in trading activities that raise funds.

Charitable activities

Charitable expenditure comprises those costs incurred by the charity in the delivery of its activities and services for its beneficiaries. It includes both costs that can be allocated directly to such activities and those costs of an indirect nature necessary to support them.

Governance costs

These include the costs attributable to the charity's compliance with constitutional and statutory requirements, including audit, strategic management and trustees's meetings and reimbursed expenses.

Government grants

Government grants are recognised based on the accrual model and are measured at the fair value of the asset received or receivable. Grants are classified as relating either to revenue or to assets. Grants relating to revenue are recognised in income over the period in which the related costs are recognised. Grants relating to assets are recognised over the expected useful life of the asset. Where part of a grant relating to an asset is deferred, it is recognised as deferred income.

Our Space (Staffs) Limited

known as Our Space

Notes to the Financial Statements for the Year Ended 31 March 2021

Taxation

The charity is considered to pass the tests set out in Paragraph 1 Schedule 6 of the Finance Act 2010 and therefore it meets the definition of a charitable company for UK corporation tax purposes. Accordingly, the charity is potentially exempt from taxation in respect of income or capital gains received within categories covered by Chapter 3 Part 11 of the Corporation Tax Act 2010 or Section 256 of the Taxation of Chargeable Gains Act 1992, to the extent that such income or gains are applied exclusively to charitable purposes.

Tangible fixed assets

Individual fixed assets costing £75 or more with an expected lifespan of 5 years or more are initially recorded at cost, less any subsequent accumulated depreciation and subsequent accumulated impairment losses.

Depreciation and amortisation

Depreciation is provided on tangible fixed assets so as to write off the cost or valuation, less any estimated residual value, over their expected useful economic life as follows:

Asset class	Depreciation method and rate
Office Equipment	20% reducing balance
Play Equipment	15% reducing balance

Trade debtors

Trade debtors are amounts due from customers for merchandise sold or services performed in the ordinary course of business.

Trade debtors are recognised initially at the transaction price. They are subsequently measured at amortised cost using the effective interest method, less provision for impairment. A provision for the impairment of trade debtors is established when there is objective evidence that the charity will not be able to collect all amounts due according to the original terms of the receivables.

Cash and cash equivalents

Cash and cash equivalents comprise cash on hand and call deposits, and other short-term highly liquid investments that are readily convertible to a known amount of cash and are subject to an insignificant risk of change in value.

Trade creditors

Trade creditors are obligations to pay for goods or services that have been acquired in the ordinary course of business from suppliers. Accounts payable are classified as current liabilities if the charity does not have an unconditional right, at the end of the reporting period, to defer settlement of the creditor for at least twelve months after the reporting date. If there is an unconditional right to defer settlement for at least twelve months after the reporting date, they are presented as non-current liabilities.

Trade creditors are recognised initially at the transaction price and subsequently measured at amortised cost using the effective interest method.

Our Space (Staffs) Limited

known as Our Space

Notes to the Financial Statements for the Year Ended 31 March 2021

Fund structure

Unrestricted income funds are general funds that are available for use at the trustees's discretion in furtherance of the objectives of the charity.

Designated funds are unrestricted funds set aside for specific purposes at the discretion of the trustees.

Restricted income funds are those donated for use in a particular area or for specific purposes, the use of which is restricted to that area or purpose.

Pensions and other post retirement obligations

The charity operates a defined contribution pension scheme which is a pension plan under which fixed contributions are paid into a pension fund and the charity has no legal or constructive obligation to pay further contributions even if the fund does not hold sufficient assets to pay all employees the benefits relating to employee service in the current and prior periods.

Contributions to defined contribution plans are recognised in the Statement of Financial Activities when they are due. If contribution payments exceed the contribution due for service, the excess is recognised as a prepayment.

Financial instruments

Classification

Financial assets and financial liabilities are recognised when the charity becomes a party to the contractual provisions of the instrument.

Financial liabilities and equity instruments are classified according to the substance of the contractual arrangements entered into. An equity instrument is any contract that evidences a residual interest in the assets of the charity after deducting all of its liabilities.

Recognition and measurement

All financial assets and liabilities are initially measured at transaction price (including transaction costs), except for those financial assets classified as at fair value through profit or loss, which are initially measured at fair value (which is normally the transaction price excluding transaction costs), unless the arrangement constitutes a financing transaction. If an arrangement constitutes a financing transaction, the financial asset or financial liability is measured at the present value of the future payments discounted at a market rate of interest for a similar debt instrument.

Financial assets and liabilities are only offset in the statement of financial position when, and only when there exists a legally enforceable right to set off the recognised amounts and the charity intends either to settle on a net basis, or to realise the asset and settle the liability simultaneously.

Financial assets are derecognised when and only when a) the contractual rights to the cash flows from the financial asset expire or are settled, b) the charity transfers to another party substantially all of the risks and rewards of ownership of the financial asset, or c) the charity, despite having retained some, but not all, significant risks and rewards of ownership, has transferred control of the asset to another party.

Financial liabilities are derecognised only when the obligation specified in the contract is discharged, cancelled or expires.

Our Space (Staffs) Limited

known as Our Space

Notes to the Financial Statements for the Year Ended 31 March 2021

3 Income from donations and legacies

	Unrestricted funds General £	Restricted funds £	Total 2021 £
Donations and legacies:			
Donations from companies, trusts and similar proceeds	-	3,119	3,119
Donations	8,843	-	8,843
Grants, including capital grants;			
Government grants	28,888	250	28,918
Grants from other charities	-	33,102	33,102
	<u>35,511</u>	<u>36,471</u>	<u>71,982</u>
	Unrestricted funds General £	Restricted funds £	Total 2020 £
Donations and legacies:			
Donations	15,622	250	15,872
Grants, including capital grants;			
Grants from other charities	-	169,787	169,787
	<u>15,622</u>	<u>170,037</u>	<u>185,659</u>

4 Income from charitable activities

	Unrestricted funds General £	Total 2021 £
Centre activities and playschemes	<u>19,239</u>	<u>19,239</u>
	Unrestricted funds General £	Total 2020 £
Centre activities and playschemes	<u>62,038</u>	<u>62,038</u>

5 Income from other trading activities

	Unrestricted funds General £	Total 2021 £
Events income;		
Other events income	<u>1,411</u>	<u>1,411</u>
	<u>1,411</u>	<u>1,411</u>

Our Space (Staffs) Limited

known as Our Space

Notes to the Financial Statements for the Year Ended 31 March 2021

	Unrestricted funds General £	Total 2020 £
Events income;		
Other events income	9,851	9,851
	<u>9,851</u>	<u>9,851</u>

6 Investment income

	Unrestricted funds General £	Total 2021 £
Interest receivable and similar income;		
Interest receivable on bank deposits	3,104	3,104
	<u>3,104</u>	<u>3,104</u>

	Unrestricted funds General £	Total 2020 £
Interest receivable and similar income;		
Interest receivable on bank deposits	2,513	2,513
	<u>2,513</u>	<u>2,513</u>

7 Expenditure on raising funds

a) Costs of trading activities

	Note	Unrestricted funds General £	Total 2021 £
Fundraising trading costs;			
Fundraising		40	40
		<u>40</u>	<u>40</u>

	Note	Unrestricted funds General £	Total 2020 £
Fundraising trading costs;			
Fundraising		364	364
		<u>364</u>	<u>364</u>

Our Space (Staffs) Limited

known as Our Space

Notes to the Financial Statements for the Year Ended 31 March 2021

8. Expenditure on charitable activities

	Activity undertaken directly £	2021 £
The provision of a service for people with disabilities	<u>76,148</u>	<u>76,148</u>
	Activity undertaken directly £	2020 £
The provision of a service for people with disabilities	<u>86,032</u>	<u>86,032</u>

£38,852 (2020 - £42,253) of the above expenditure was attributable to unrestricted funds, and £39,211 (2020 - £43,779) to restricted funds.

In addition to the expenditure analysed above, there are also governance costs of £1,915 (2020 - £1,622) which relate directly to charitable activities. See note 9 for further details.

Our Space (Staffs) Limited

known as Our Space

Notes to the Financial Statements for the Year Ended 31 March 2021

9 Analysis of governance and support costs

Governance costs

	Unrestricted funds General £	Total 2021 £
Independent examiner fees		
Examination of the financial statements	700	700
Other fees paid to examiners	1,215	1,215
	<u>1,915</u>	<u>1,915</u>
	Unrestricted funds General £	Total 2020 £
Independent examiner fees		
Examination of the financial statements	700	700
Other fees paid to examiners	922	922
	<u>1,622</u>	<u>1,622</u>

10 Government grants

£5,618 was received from HMRC for the Job Retention Scheme.

£20,650 was received from Newcastle under Lyme Borough Council to assist with the impact of COVID-19.

£500 was received from Stoke on Trent City Council to assist with the impact of COVID-19.

£250 was received from Stafford County Council to assist with the impact of COVID-19.

The amount of grants recognised in the financial statements was £26,918 (2020 - £-).

There were no unfulfilled conditions at the year end.

11 Trustees remuneration and expenses

No trustees, nor any persons connected with them, have received any remuneration from the charity during the year.

No trustees have received any reimbursed expenses or any other benefits from the charity during the year.

Our Space (Staffs) Limited

known as Our Space

Notes to the Financial Statements for the Year Ended 31 March 2021

12 Staff costs

The aggregate payroll costs were as follows:

	31 March 2021	2020
	£	£
Staff costs during the year were:		
Wages and salaries	60,730	61,721
Pension costs	819	732
	<u>61,549</u>	<u>62,453</u>

The monthly average number of persons (including senior management team) employed by the charity during the year was as follows:

	2021	2020
	No	No
Playworkers	9	9
Management and administration	3	3
	<u>12</u>	<u>12</u>

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

The total employee benefits of the key management personnel of the charity were £28,106 (2020 - £27,728).

Our Space (Staffs) Limited

known as Our Space

Notes to the Financial Statements for the Year Ended 31 March 2021

13 Taxation

The charity is a registered charity and is therefore exempt from taxation.

14 Tangible fixed assets

	Furniture and equipment £	Total £
Cost		
At 1 April 2020	5,672	5,672
Additions	<u>3,555</u>	<u>3,555</u>
At 31 March 2021	<u>9,227</u>	<u>9,227</u>
Depreciation		
At 1 April 2020	1,479	1,479
Charge for the year	<u>653</u>	<u>653</u>
At 31 March 2021	<u>2,132</u>	<u>2,132</u>
Net book value		
At 31 March 2021	<u>7,095</u>	<u>7,095</u>
At 31 March 2020	<u>4,193</u>	<u>4,193</u>

15 Debtors

	2021 £	2020 £
Trade debtors	1,755	5,342
Prepayments	286	205
Accrued income	<u>1,205</u>	<u>3,719</u>
	<u>3,246</u>	<u>9,266</u>

16 Cash and cash equivalents

	2021 £	2020 £
Cash on hand	113	107
Cash at bank	27,299	35,554
Short-term deposits	<u>280,593</u>	<u>252,493</u>
	<u>308,005</u>	<u>288,154</u>

Our Space (Staffs) Limited

known as Our Space

Notes to the Financial Statements for the Year Ended 31 March 2021

17 Creditors: amounts falling due within one year

	2021 £	2020 £
Trade creditors	206	349
Accruals	730	912
Deferred income	-	575
	<u>936</u>	<u>1,836</u>

	2021 £	2020 £
Deferred income at 1 April 2020	575	-
Resources deferred in the period	-	575
Amounts released from previous periods	<u>(575)</u>	<u>-</u>
Deferred income at year end	<u>-</u>	<u>575</u>

Our Space (Staffs) Limited

known as Our Space

Notes to the Financial Statements for the Year Ended 31 March 2021

18 Funds

	Balance at 1 April 2020 £	Incoming resources £	Resources expended £	Transfers £	Balance at 31 March 2021 £
Unrestricted funds					
<i>General</i>					
General funds	33,516	59,265	(38,892)	(18,600)	35,389
<i>Designated</i>					
Designated Funds	130,000	-	-	18,500	148,500
Total unrestricted funds	163,516	59,265	(38,892)	-	183,889
Restricted funds					
BBC Children In Need	8,928	19,466	(24,760)	-	1,634
Barracks Trust	311	-	(40)	-	271
NCS	773	-	(99)	-	674
Sundry restricted funds	1,249	-	-	-	1,249
Tesco Bags of Help	-	-	(119)	-	(119)
Soft Play Appeal	7,000	-	-	-	7,000
North Staffordshire Hospitals Children's Trust	120,000	-	-	-	120,000
CAF Resilience Fund	-	12,136	(12,136)	-	-
Co-op Community Fund	-	3,119	(307)	-	2,812
Staffs County Council	-	250	(250)	-	-
Community Foundation	-	1,000	(1,000)	-	-
Tesco Bags of Help	-	500	(500)	-	-
Total restricted funds	136,261	36,471	(39,211)	-	133,521
Total funds	299,777	95,736	(78,103)	-	317,410

Our Space (Staffs) Limited

known as Our Space

Notes to the Financial Statements for the Year Ended 31 March 2021

Comparative Information for the Previous Year

	Balance at 1 April 2019 £	Incoming resources £	Resources expended £	Transfers £	Balance at 31 March 2020 £
Unrestricted funds					
<i>General</i>					
General funds	22,731	90,024	(44,239)	(35,000)	33,516
<i>Designated</i>					
Designated Funds	95,000	-	-	35,000	130,000
Total unrestricted funds	117,731	90,024	(44,239)	-	163,516
Restricted					
BBC Children in Need	7,920	38,508	(39,500)	-	6,928
Barracks Trust	311	-	-	-	311
SCVYS	-	279	(279)	-	-
NCS	773	-	-	-	773
Sundry restricted funds	909	250	-	-	1,249
Tesco Bags of Help	-	4,000	(4,000)	-	-
Soft Play Appeal	-	7,000	-	-	7,000
North Staffordshire Hospitals Children's Trust	-	120,000	-	-	120,000
Total restricted funds	10,003	170,037	(43,779)	-	136,261
Total funds	127,734	260,061	(88,018)	-	299,777

Our Space (Staffs) Limited

known as Our Space

Notes to the Financial Statements for the Year Ended 31 March 2021

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

BBC Children in Need

To pay for a Service Manager and sessional playworkers and the development of our evening and weekend sessions for three years.

Big Lottery Awards for All

To support the Provision of Holiday playschemes and family fund days for 12 months

The Barracks Trust

To replace mats in the soft play area

NCS

A restricted donation to purchase two bikes raised by young people participating in the National Citizenship Service Programme.

SCVYS (Staffordshire Council for Voluntary and Youth Services)

For utilities costs

Tesco Bags of Help

For the development of a sensory garden area

North Staffordshire Hospitals Children's Trust

For playworkers salaries

Soft Play Appeal

To fully refurbish the soft play area

Sundry restricted funds were received for the purpose of refurbishing the Brook Centre;

CAF Resilience Fund-emergency funding to help charities survive the impact of COVID-19

CO-OP Community Fund-to be spent on creating a Sensory Trail.

Staffs County Council -to help cover running costs as a result of loss of income due to COVID-19

Community Foundation Staffs-financial support for COVID-19

Tesco Bags of Help-to help with running costs due to loss of income due to COVID-19

Designated Funds

Designated funds are funds set aside to ensure that the Charity has the equivalent of between six and nine months' expenditure available (£60,000) to cover ongoing costs should there be a loss of future funding or a reduction of income to allow the Charity sufficient time to source alternative funding or, in extremis, to be able to close the Charity in an orderly and controlled manner. In addition £30,000 has been designated to ensure that there are sufficient funds held to cover any work required on the buildings and £58,500 has been designated towards a new soft play area.

Our Space (Staffs) Limited

known as Our Space

Notes to the Financial Statements for the Year Ended 31 March 2021

19 Analysis of net assets between funds

	Unrestricted funds		Restricted funds	Total funds at 31 March 2021
	General £	Designated £	£	£
Tangible fixed assets	828	-	6,289	7,095
Current assets	35,499	148,500	127,252	311,251
Current liabilities	(936)	-	-	(936)
Total net assets	<u>35,389</u>	<u>148,500</u>	<u>133,521</u>	<u>317,410</u>

Comparative Information for the Previous Year

	Unrestricted funds		Restricted funds	Total funds at 31 March 2020
	General £	Designated £	£	£
Tangible fixed assets	1,049	-	3,144	4,193
Current assets	34,303	130,000	133,117	297,420
Current liabilities	(1,836)	-	-	(1,836)
Total net assets	<u>33,516</u>	<u>130,000</u>	<u>136,261</u>	<u>299,777</u>

20 Related party transactions

There were no related party transactions in the year.