

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

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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

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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!

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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.

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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.

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(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.

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(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.

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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).

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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.

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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

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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

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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

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**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.

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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	<u>308,005</u>	<u>288,154</u>
		311,251	297,420
Creditors: Amounts falling due within one year	17	<u>(936)</u>	<u>(1,838)</u>
Net current assets		<u>310,315</u>	<u>295,584</u>
Net assets		<u>317,410</u>	<u>299,777</u>
Funds of the charity:			
Restricted income funds			
Restricted funds		133,521	136,261
Unrestricted income funds			
Unrestricted funds		<u>183,889</u>	<u>163,516</u>
Total funds	18	<u>317,410</u>	<u>299,777</u>

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

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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.

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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.

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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.

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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.

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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>

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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>

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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.

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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	<u>1,215</u>	<u>1,215</u>
	<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	<u>922</u>	<u>922</u>
	<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.

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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).

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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>

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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>

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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

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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

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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.

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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.