

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

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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

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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.

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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.

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(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.

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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

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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

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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

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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 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).

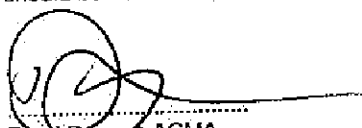
Having satisfied myself that the accounts of the Company are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of your charity's accounts as carried out under section 145 of the Charities Act 2011 (the 2011 Act).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

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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		59,265	36,471	95,736
Expenditure on:				
Raising funds	7	(40)	-	(40)
Charitable activities	8	(38,852)	(39,211)	(78,063)
Total Expenditure		(38,892)	(39,211)	(78,103)
Net income/(expenditure)		20,373	(2,740)	17,633
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	183,889	133,521	317,410

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

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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.

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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

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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.

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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.

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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>

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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>

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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.

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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.

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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>

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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>

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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>

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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>

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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

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.

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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.