

Company registration number: 10007655

Charity registration number: 1169347

Our Space (Staffs) Limited

known as

Our Space

(A company limited by guarantee)

Annual Report and Financial Statements

for the Year Ended 31 March 2024

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

Our Space (Staffs) Limited

known as Our Space

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Our Space (Staffs) Limited

known as Our Space

Reference and Administrative Details

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

Our Space (Staffs) Limited

known as Our Space

Trustees' Report (incorporating Directors' Report)

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

Charity Overview

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

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

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

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

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

Objectives and activities

Objects and aims

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

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

Public benefit

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

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

Our Space (Staffs) Limited

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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 13 to 18 years.

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

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

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

(b) Adult Drop-In Sessions

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

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

(c) Family Sessions

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

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

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

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Trustees' Report (incorporating Directors' Report)

(d) Holiday Playschemes

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

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

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

(e) School and Group Visits

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

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

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

(f) Aiming High Activities

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

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

Fundraising Activities

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

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

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

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

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

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

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Trustees' Report (incorporating Directors' Report)

Our Space Staff and Volunteers

Our Space currently employs a team of 14 paid staff:

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

plus 10 Sessional Playworkers.

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

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

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

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

Trustees and officers

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

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

Senior Management / Leadership Team:	Jane Smith, Head of Charity
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Our Space (Staffs) Limited

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Trustees' Report (incorporating Directors' Report)

Financial review

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

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

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

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

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

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

Our Space (Staffs) Limited

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Trustees' Report (incorporating Directors' Report)

Funding Sources

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

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

Our Space (Staffs) Limited

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Trustees' Report (incorporating Directors' Report)

Plans for future periods

Aims and key objectives for future periods

The Future

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

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

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

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

Structure, governance and management

Nature of governing document

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

Recruitment and appointment of trustees

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

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

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

Induction and training of trustees

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

Small companies provision statement

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

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


Hannah Dean
Trustee

Our Space (Staffs) Limited

known as Our Space

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

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

Responsibilities and basis of report

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

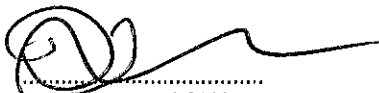
Having satisfied myself that the accounts of the Company are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of your charity's accounts as carried out under section 145 of the Charities Act 2011 ('the 2011 Act').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

Independent examiner's statement

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

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

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



Daryl Denson ACMA
VAST

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

Date: 20/11/2024

Our Space (Staffs) Limited

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

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

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

Our Space (Staffs) Limited

known as Our Space

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

Comparative Information for the Previous Year

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

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

The funds breakdown for 2023 is shown in note 17.

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

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

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

Directors' responsibilities:

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

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



 Hannah Dean
 Trustee

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

Our Space (Staffs) Limited

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

1 Charity status

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

The address of its registered office is:

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

2 Accounting policies

Summary of significant accounting policies and key accounting estimates

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

Statement of compliance

The financial statements have been prepared in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019) - (Charities SORP (FRS 102)), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102). They also comply with the Companies Act 2006 and Charities Act 2011.

Basis of preparation

Our Space (Staffs) Limited meets the definition of a public benefit entity under FRS 102. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy notes.

Going concern

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

Income and endowments

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

Donations and legacies

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

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

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

Grants receivable

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

Investment income

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

Expenditure

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

Raising funds

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

Charitable activities

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

Governance costs

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

Taxation

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

Tangible fixed assets

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

Depreciation and amortisation

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

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

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

Trade debtors

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

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

Cash and cash equivalents

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

Trade creditors

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

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

Our Space (Staffs) Limited

known as Our Space

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

Fund structure

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

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

Pensions and other post retirement obligations

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

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

Financial instruments

Classification

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

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

Recognition and measurement

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

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

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

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

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

3 Income from donations and legacies

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

4 Income from charitable activities

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

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

5 Income from other trading activities

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

6 Investment income

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

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

7 Expenditure on raising funds

a) Costs of trading activities

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

8 Expenditure on charitable activities

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

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

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

9 Analysis of governance and support costs

Governance costs

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

10 Trustees remuneration and expenses

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

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

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

11 Staff costs

The aggregate payroll costs were as follows:

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

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

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

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

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

12 Taxation

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

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

13 Tangible fixed assets

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

14 Debtors

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

15 Cash and cash equivalents

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

16 Creditors: amounts falling due within one year

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

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

17 Funds

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

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

Comparative Information for the Previous Year

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

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

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

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

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

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

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

North Staffordshire Hospitals Children's Trust - For playworkers salaries

Soft Play Appeal - To fully refurbish the soft play area

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

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

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

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

Post Code Local Trust to fund the outdoor play area

Bernard Sunley Foundation to fund the soft play area refurbishment

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

Designated Funds

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

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

18 Analysis of net assets between funds

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

Comparative Information for the Previous Year

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

19 Related party transactions

There were no related party transactions in the year.