

# Trustees' Annual Report and Financial Statement 2022-2023



# Contents



	Page Number
<b>Foreword</b>	3
<b>Legal and Administrative Information</b>	4
<b>About Us &amp; Mission</b>	5
<b>Aims &amp; Objectives</b>	6-7
<b>Core Values</b>	8
<b>Diversity &amp; Inclusion</b>	9-10
<b>Play Sessions</b>	11-12
<b>Toy Loaning</b>	13
<b>Sensory Room</b>	14
<b>Parenting Support</b>	15
<b>Projects and Partnership Work</b>	16
<b>Community Hub &amp; Events</b>	17-19
<b>Volunteering</b>	20
<b>Independent Examiners Report</b>	21
<b>Financial Statement and Activities</b>	22-31

# Foreword

It's been a busy year for the Toy Library team, both the Walthamstow and Leytonstone sites have scaled up activities and increased traded income in all areas, particularly toy loaning, venue hire and community events.

Congratulations to our CEO, Helen Crockford for completing the prestigious School for Social Entrepreneurs Lloyds Bank and Bank of Scotland Scale Up Programme. The year long training and subsequent match funding has certainly been reflected in our work this year.

This year we have been involved in several exciting and innovative projects. Highlights include the Queen's Platinum Jubilee Celebration, running family cooking sessions with support from the borough's Health Inequalities Fund and getting involved in the We Play project.

Helen and I were also selected to take part in the Cognizant Community Business Forum Volunteering Event, where we met a skilled team of Cognizant employees who worked with us for the day on challenges our charity faces. It was very insightful, particularly around staffing structures. With funding, this is an area that we would like to explore.

At the end of 2021/22 we committed to creating a Sensory Play Room for children with Special Educational Needs and Disabilities (SEND). We are delighted to report that this has been achieved and has been well received by our beneficiaries.

With the Hurst Road lease expiring in September 2023, much of our efforts have been focused on finding a permanent venue in Walthamstow. We are delighted that Barnardo's who own the William Morris Hall on Somers Road have agreed to give us a 10 year lease. In the new financial year we will be concentrating efforts on raising funds to renovate and refurbish the new venue. It has been empty for over two years and is in need of much work.

Noella Gooden, Chair of Trustees



## Legal and Administrative Information

**Company Address:**

Hurst Road Health Centre  
36a Hurst Road  
Walthamstow  
E17 3BL

**Registered Charity Number:** 1178098

**Company Number:** CEO13905

**Trustees:**

Noella Gooden (Chair)  
Read Baurtally (Treasurer)  
Natalie Sleight (Secretary)  
Kate Boyle  
Louise Cherrington

**Accounts prepared by:** chromatic books

# About Us & Mission

The aims of Walthamstow Toy Library and Play Centre as set out in our constitution are to enhance the development and education of children primarily under statutory school age by encouraging parents to understand and provide for the needs of their child through community groups and by:

- Offering appropriate play, education and care facilities, family learning and extended hours' groups, together with the right of parents to take responsibility for and to become involved in the activities of such groups, ensuring that such groups offer opportunities for all children whatever their race, culture, religion, means or ability.
- Encouraging the study of the needs of such children and their families and promoting public interest in recognition of such needs in the local area.

**Our mission is to provide safe, creative spaces for young children and their parents and carers to play, learn and interact.**





# Aims & Objectives

Seven aims underpin our mission:

## Support

- Support children under 5 to learn and develop and to prepare for nursery education

## Promote

- Promote bonding and attachment between children and their adults

## Reduce

- Reduce isolation and help parents to develop supportive social networks

## Encourage

- Encourage good health and wellbeing of children and families

## Enable

- Enable access to our services from all sections of the community particularly those on a low income

## Provide

- Provide volunteering opportunities to local students and residents

## Represent

- Represent the aims and interests of our members



# To meet the aims our work is based around the following objectives:

1. Provide a friendly, welcoming and safe environment;
2. Run high-quality, structured play sessions led by experienced play workers, based around the Early Years Foundation Stage Curriculum;
3. Make available a diverse range of toys for play and learning, providing play ideas for families to use at home;
4. Support, promote and deliver health and well-being initiatives;
5. Maximise access to our services, especially among those on a low income;
6. Work with schools, colleges, Waltham Forest Business Education Partnership to provide volunteering opportunities;
7. Work in partnership with other organisations, both locally and nationally, to promote our aims; and
8. Involve our members in evaluating, improving and running our services.





# Core values

The Toy Library adheres to its values by providing services that are:

- Child-centred
- Educational
- Healthy
- Sustainable
- Fun
- Community based







# Diversity and Inclusion

Our borough is one of the most diverse areas in the country. An estimated 53% of residents are from a minority ethnic background and this is reflected in our membership. Excluding White British the top five nationalities are; Romanian, Polish, Black British, Black Caribbean and Pakistani.


Waltham Forest is currently ranked 82nd most deprived borough nationally according to the 2019 Index of Multiple Deprivation (an improvement from 35th in 2015, and 15th in 2010). Waltham Forest now ranks 12<sup>th</sup> most deprived London borough - an improvement from 7<sup>th</sup> in 2015. Waltham Forest has a younger than average population with 24.5 per cent of residents being aged 0 to 19 compared to 23 per cent in London and 23 per cent nationally.



The Toy Library continues to provide universal play sessions and toy loaning to families, not just from Waltham Forest, but further afield. We strive to assist families in financial need by providing free annual membership (usual cost is £12) and reduced play sessions fees at £1 for the first child and 50p for additional children (usual cost £5 for the first child and £2.50 for additional children). We don't want finance to be a barrier to anyone and are happy to support families who have no recourse to public funds or who are struggling financially. We offer free membership and a block of six free play sessions. Once the six sessions have been attended, we review and offer more or ask them to pay what they can afford.

At the end of 31<sup>st</sup> March 2023, 1887 families were registered with us across both sites. 20% of members received free membership and reduced session fees.



A photograph showing a group of children and adults in a play session. In the foreground, a young child with blonde hair is clapping. Behind them, several other children are visible, some clapping and others looking towards the camera. Two adults, a woman in a pink top and a man in a white shirt, are also clapping. The background is a simple indoor setting with a blue wall and a window with blinds.

Our 90 minute sessions cater for children aged 0-5 and are led by trained staff. Children benefit from interactions with a wider age range than they are often exposed to in other early years settings, such as nursery. It also means that parents can bring younger siblings and childminders the full range of children they care for.

Sessions are based around different themes and stories each month. Staff have developed a successful structure which includes:

- **FREE PLAY:** An initial hour of free play with our diverse range of toys and equipment. Specific activities and toys vary from session to session but include art and craft, messy play, physical play (indoor soft play and outdoor area), imaginative play, construction, puzzles and books. This first hour follows the ethos of '*Learning through Play*', children can choose their preferred activity at their own pace both indoors and out.
- **TIDY-UP TIME:** 5 minutes before snack time children and adults work together to clear toys and prepare the room for snack time and circle time. We believe this is extremely important to develop children's co-operative skills and ownership and care of the play environment.
- **HEALTHY SNACKS:** All sessions involve a snack time, where the children sit together and share a selection of healthy snacks. Compared to other toddler and playgroups in the area, the Toy Library is unusual in offering this as a structured activity. We believe this promotes positive attitudes to good nutrition, enables children who might not otherwise do so eat 2-3 portions of their 5-a-day, builds social skills, can educate parents and, in the long-term, help to reduce levels of childhood obesity.
- **CIRCLE TIME:** The final half hour of each session is devoted to circle time, which promotes social and emotional wellbeing as well as language development. The play worker encourages the children and their adults to participate in story time and singing favourite action songs and nursery rhymes. These sessions make use of story sacks and song bags, props and musical instruments to accompany the singing.

## Play Sessions

Play sessions don't just focus on the children, we also provide support to parents and carers. Everyone is greeted by a member of the team and offered a hot drink and listening ear if needed.

We believe that investing in our staff team is important for their personal development and that of the organisation and the community we serve. This year, our Play Workers have received training in 'Making Sense of Autism' and 'EYFS vs SEND'. Our admin team received 'Customer Service' training.

At the Walthamstow Toy Library, we ran 354 play sessions, with a footfall of 7378 children.

At the Leytonstone Toy Library, we ran 392 sessions, with a footfall of 3920 children.







# Toy Loaning

We are the only toy library in Waltham Forest. At both sites we have a variety of toys and equipment which can be borrowed for two weeks at a time at a low cost. Many items cost from £1 to borrow. This service is available to members, community groups and local businesses.

In the reporting period, 190 families borrowed toys from Leytonstone Toy Library, a 16% increase on the previous year. At Walthamstow Toy Library 850 families borrowed toys, a 34% increase on the previous year. 30% of families borrowed 5 or more times and 81 families borrowed 10 or more times.

In 2021/22 we generated £11,079 in toy loaning income. In 2022/23 we saw a 93% increase in income to £21,338. With a dedicated toy loaning room at the Walthamstow site it has made it easier for families to pop in throughout the week and browse what we have on offer. At both sites we have invested in large equipment and games, which can be loaned for reasonable fees for parties outside of the Toy Library.

We also provided toys for several 'warm hubs' in the borough and have continued to run our mobile toy loaning service for large items and orders over £15.



## Sensory Room

We opened the sensory room at the start of 2023. We have been working with the borough's Early Years Inclusion Team, Speech and Communication Clinic and the Lloyd Park Children's Charity 'Somewhere 2 Belong' session to provide a safe and engaging space for children with SEND. It's also available to members for a small charge.





## Parenting Support

The staff continue to provide support and advice to families on a variety of topics or make referrals to specialist organisations such as food banks and housing and debt advice surgeries. The borough's Speech and Language Therapy team attended several sessions across both sites to answer parents' concerns and give helpful tips on developing their children's language and communication skills.

At both sites we have a 'Swap Shop' where families can donate clothes and equipment that is no longer needed. These can be taken for free or swapped for something new. We encourage families to take books from our honesty library. These can be kept or returned.

We piloted a project with the Freedom Law Clinic. The team support five women with legal advice. We hope to develop this work further.

At our Leytonstone site we receive a weekly bread donation from Hovis. With the high cost of living, families are incredibly grateful for this.



# Projects and Partnership Work

We partnered with specialist organisations to provide a variety of activities which supported educational and health and wellbeing outcomes. We also worked with construction company Wilmot Dixon Interiors to develop our Leytonstone site.

## Wilmot Dixon Interiors Trainee Programme

Funded by the company, Trainees refurbished the kitchen - a large fridge freezer, chest freezer, cooker, microwave and kettle were donated.

Created raised beds and cleaned the amphitheatre.

## Tinies Tea Party

Funded by Arts Council England for the Queen's Platinum Jubilee Celebration, we partnered with Soundcastle, who worked with children with SEND to create 6 music tracks which were performed at our tea party.

## We Play Project Bags

Funded by LBWF and working with the Early Years Inclusion team, 50 sensory play bags were created and distributed to children with SEND.

## Health Inequalities Fund

Funded by LBWF we partnered with Kids Kitchen to run a six-week cooking course at each site, to support families with the cost of living crisis and eating healthily on a budget.





# Community Hub and Events

These activities are vital, they help us to generate an income to meet and sustain our charitable aims and objectives.

## **Birthday parties**

The Toy Library remains a popular venue for party hire. It can be hired on Saturdays and Sundays for birthday parties, christenings and naming ceremonies. The space is hired for 3 hours and a member of toy library staff is on site to open and close up and assist if needed. Families can hire additional toys or bring their own.

In this financial year there were 193 parties compared to 107 in 2021/22: 137 in Walthamstow (78 in 2021/22) and 56 in Leytonstone (29 in 2021/22).



## Venue Hire

We continue to make our space available to a number of providers and community groups whose ethos reflects our own and whose services will benefit our members and the wider community. We have a tiered pricing structure, so it is affordable (£15p/h) for community groups who are offering free, reduced fees or donation only classes. At our Leytonstone site, the Probation Service's Community Payback Team, use the room for free on a weekly basis. In return they help maintain Langthorne Park. At our Walthamstow site the Health Visiting Team have been using the venue for baby weighing clinics and development reviews. This has been a great partnership, as new families are introduced to our services.





## Events

With all events that we organise or partake in, there is a focus on bringing people together, combating isolation and building community. We ensure that our activities are fun, sustainable and promote family learning. We also use these events and activities to fundraise and promote our services to a wider audience.

At both sites we ran events for Easter, Halloween, Christmas and International Women's Day.

At the Walthamstow Toy Library, it was wonderful to hold our May Fair again after a three-year break due to the Covid pandemic.

# Volunteering

We continue to offer volunteering opportunities to the local community and students. This year we have worked 55 students through the Waltham Forest Business Education Partnership, Leyton Sixth Form College, Waltham Forest College and George Monoux. The institutions say; “you provide an invaluable introduction into the world of work”, “your staff are so supportive, our students gain a lot from attending”.

We were also pleased to support two students from Frederick Bremer School complete the volunteering strand of their Duke of Edinburgh Bronze Award.

Special thanks go to our regular volunteers Lucy (for keeping the garden cheerful), Caroline and Susanne (for play session and toy loaning support), Steve (for fixing all the broken toys), John (for continued building maintenance), Anna (for admin support) and the Good Gym team (for turning up each month and completing whatever tasks we throw at them).





## **Independent examiner's report to the Trustees of Walthamstow Toy Library and Play Centre**

I report to the trustees on my examination of the accounts of Walthamstow Toy Library and Play Centre ("the Charity") for the year ended 31<sup>st</sup> March 2023.

### **Responsibilities and basis of report**

As the charity's trustees, you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ("the Act").

I report in respect of my examination of the Charity's accounts carried out under section 145 of the 2011 Act and in carrying out my examination, I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

### **Independent examiner's statement**

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination which gives me cause to believe that in, any material respect:

- the accounting records were not kept in accordance with section 130 of the Charities Act; or
- the accounts did not accord with the accounting records; or
- the accounts did not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 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.

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.

Name: Waqas Hussain FCCA

Address: 10 Knebworth Avenue, Walthamstow, London, E17 5AJ

Date: 19/12/2023

Signed:



# Statement of Financial Activity

Account Year End 31st March 2023

	Notes	Unrestricted funds £	Restricted income funds £	Total funds 2023 £	Total funds 2022 £
<b>Incoming resources</b>	<b>2</b>				
Donations and legacies		7,786	40,257	48,043	68,807
Charitable activities		177,805	-	177,805	107,830
		<u>185,591</u>	<u>40,257</u>	<u>225,848</u>	<u>176,637</u>
<b>Resources expended</b>	<b>3</b>				
Raising funds		1,789	-	1,789	196
Charitable activities		166,673	45,650	212,323	134,940
Other		5,271	-	5,271	3,243
<b>Total</b>		<u>173,733</u>	<u>45,650</u>	<u>219,383</u>	<u>138,378</u>
<b>Net movement in funds for the year</b>		(1,496)	7,961	6,465	38,259
<b>Total funds at 1st April 2022</b>		<u>106,614</u>	<u>5,393</u>	<u>112,006</u>	<u>73,747</u>
<b>Total funds at 31st March 2023</b>		<u>105,118</u>	<u>13,354</u>	<u>118,470</u>	<u>112,006</u>

The notes form part of the accounts

# Statement of Financial Position

Account Year End 31st March 2023

	Notes	Unrestricted funds	Restricted income funds	Total funds 2023	Total funds 2022
		£	£	£	£
<b>Fixed assets</b>					
Tangible assets	6	3,116	-	3,116	1,064
		3,116	-	3,116	1,064
<b>Current assets</b>					
Debtors	7	3,401	-	3,401	3,094
Cash at bank and in hand	9	170,969	-	170,969	138,056
		174,370	-	174,370	141,150
Creditors: amounts falling due within one year	8	45,665	13,354	59,019	30,208
<b>Net current assets/(liabilities)</b>		128,705	(13,354)	115,351	110,942
<b>Total assets less current liabilities</b>		131,821	(13,354)	118,470	112,006
<b>Accumulated fund</b>	10				
Restricted income funds		-	5,393	5,393	199
Designated building fund		55,000		55,000	
Unrestricted funds		51,613		51,613	73,946
Result for the period		(1,496)	7,961	6,465	38,260
		73,346	13,354	118,470	112,006

Approved by the trustees and signed on their behalf by:

Noella Gooden, Chair of Trustees

Date

The notes form part of the accounts

# Note 1 Accounting Policies

## **Basis of preparing the financial statements**

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 United Kingdom and Republic of Ireland (Charities SORP FRS 102) issued on 16 July 2014, the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Charities Act 2011. The financial statements have been prepared under the historical cost convention. The financial statements are prepared in sterling, which is the functional currency of the company. Monetary amounts in these financial statements are rounded to the nearest £.

## **Financial reporting standard 102 - reduced disclosure exemptions**

The charity has taken advantage of the following disclosure exemption in preparing these financial statements, as permitted by FRS 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland':- the requirements of Section 7 Statement of Cash Flows.

## **Income**

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

## **Expenditure**

Liabilities are recognised as expenditure as soon as there is a legal or constructive obligation committing the charity to that expenditure, it is probable that a transfer of economic benefits will be required in settlement and the amount of the obligation can be measured reliably. Expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all cost related to the category. Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with the use of resources.

## **Tangible fixed assets**

Depreciation is provided at the following annual rates in order to write off each asset over its estimated useful life. IT Equipment- 20% on a straight line basis, Furniture and Equipment 33% on a straight line basis

## **Taxation**

The charity is exempt from corporation tax on its charitable activities.



### **Fund accounting**

Unrestricted funds can be used in accordance with the charitable objectives at the discretion of the trustees. Restricted funds can only be used for particular restricted purposes within the objects of the charity. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes.

### **Pension costs and other post-retirement benefits**

The charitable company operates a defined contribution pension scheme. Contributions payable to the charitable company's pension scheme are charged to the Statement of Financial Activities in the period to which they relate

### **Reserves Policy**

Trustees commit to keeping the equivalent of at least 3 - 6 months running costs in reserve to safeguard against future changes in income and circumstances. Our lease at the Hurst Road site expires in September 2023. We have found a new venue, the William Morris Hall on Somers Road. Landlord Barnardo's have agreed to a 10 year lease. We have designated £55,000 of reserves to support this move; £50,000 for refurbishment and £5k towards the associated legal costs. General reserves are £50,117 which equates to 3 months operating costs. Reserves will be reviewed when Trustees are able to plan more securely for the longer term.

## Note 2 Income

Analysis of income	Unrestricted funds	Restricted income funds	Total funds 2023 £	Total funds 2022 £
<b>Donations and legacies:</b>				
Donations and gifts	7,786	-	7,786	11,187
Government JRS Grants	-	-	-	-
	-	40,257	40,257	57,620
<b>Total</b>	<b>7,786</b>	<b>40,257</b>	<b>48,043</b>	<b>68,807</b>
<b>Charitable activities:</b>				
Toy Library Sessions	66,564	-	66,564	52,018
Toy Library Events	9,599	-	9,599	704
Membership Fees	15,601	-	15,601	19,053
Venue Hire	86,017	-	86,017	36,055
Interest received	25	-	25	3
<b>Total</b>	<b>177,805</b>	<b>-</b>	<b>177,805</b>	<b>107,830</b>
<b>Total Income</b>	<b>185,591</b>	<b>40,257</b>	<b>225,848</b>	<b>176,637</b>



## Note 3 Expenditure

	Unrestricted funds	Restricted income funds	Total funds 2023	Total funds 2022
<b>Expenditure on raising funds:</b>			<b>£</b>	<b>£</b>
Sundry costs	1,789	-	1,789	196
<b>Total expenditure on raising funds</b>	<b>1,789</b>	<b>-</b>	<b>1,789</b>	<b>196</b>
<b>Expenditure on charitable activities:</b>				
Sessions	20,392	14,230	34,622	8,882
Venue Hire	-	-	-	-
Events	-	-	-	-
IT Costs	-	-	-	5
Health and Safety	744	-	744	480
Insurance	792	-	792	2,531
Compliance	235	-	235	633
Office Supplies	244	-	244	1,098
Staff Costs	99,579	28,120	127,699	103,412
Pension	2,876	-	2,876	1,377
Training	505	3,300	3,805	669
Subscriptions	1,996	703	1,996	1,493
Rent	37,593	-	37,593	12,251
Repairs and Maintenance	1,090	-	1,090	1,066
Marketing	159	-	159	622
Telephone and Broadband	2,647	-	2,647	421
Sundry	-	-	-	-
<b>Total expenditure on charitable activities</b>	<b>166,673</b>	<b>45,650</b>	<b>7212,323</b>	<b>134,940</b>
<b>Other</b>				
Accountancy	2,649	-	2,649	2,178
Depreciation	2,622	-	2,622	1,065
<b>Total other expenditure</b>	<b>5,271</b>	<b>-</b>	<b>5,271</b>	<b>3,243</b>
<b>Total Expenditure</b>	<b>173,713</b>	<b>45,650</b>	<b>219,383</b>	<b>138,378</b>

## Note 4 Independent Examiners Fees

	2023	2022
	£	£
Independent examiner's fees	250	250

## Note 5 Staff Costs

	2023	2022
	£	£
Salaries and wages	127,699	103,412
Pension costs (defined contribution scheme)	2,876	1,377
Total staff costs	130,575	104,789

No employees received employee benefits (excluding employer pension costs) for the reporting period of more than £60,000

	2023	2022
	£	£
Key Management Personnel	36,032	32,342

Average Head Count	2023	2022
Fundraising	0.5	0.4
Charitable Activities	4.7	4.0
Total	5.2	4.4

## Note 6 Tangible assets

		Fixtures and Fittings £
Cost	At April 2022	5,324
	Additions	4,644
	At March 2023	<u>9,998</u>
Depreciation	At April 2022	4,260
	Charge for the year	2,623
	At March 2023	<u>6,882</u>
Net Book Value	At 31 March 2023	3,116
	At 31 March 2022	1,064

## Note 7 Debtors and prepayments

	2023 £	2022 £
Trade debtors	1,642	1,442
Prepayments and accrued income	<u>1,759</u>	<u>1,652</u>
Total	<u>3,401</u>	<u>3,094</u>



## Note 8 Creditors and deferred income

	Amounts falling due within one year	
	2023 £	2022 £
Trade creditors	1,300	1,860
Accruals and deferred income	56,790	27,692
Taxation and social security	929	656
Total	<u>59,019</u>	<u>30,208</u>

## Note 9 Cash at the bank and in hand

	2023 £	2022 £
Cash at bank and on hand	<u>170,969</u>	<u>138,056</u>
Total	<u>170,969</u>	<u>138,056</u>

## Note 10 Funds movement in current year

	Fund balances brought forward	Income	Expenditure	Transfers	Fund balances carried forward
	£	£	£	£	£
<b>Unrestricted funds</b>					
General Fund	106,613	185,591	(173,733)	(68,354)	50,117
Designated Fund				55,000	55,000
<b>Restricted Funds</b>					
Restricted Fund	5,393	40,257	(45,650)	13,354	13,354
<b>Total Funds as per balance sheet</b>	<b>112,006</b>	<b>225,848</b>	<b>(219,383)</b>	<b>-</b>	<b>118,471</b>



## Note 11 Related parties

No related party transactions took place in the year to 31 March 2023. None of the trustees have been paid any remuneration or received any other benefits from an employment with the charity or a related entity