

Trustees' Annual Report and Financial Statements for the Year Ended March 31st 2022

Reference and Administration Information

Charity Name: Bristol Children's Playhouse

Charity registration number: 1179331

Company number: 5400153

Charity's principal address: Berkeley Green Road, Eastville, Bristol, BS5 6LU

Trustees serving during the year:

Cathy Spence (Chair), Matt Wild (Chair, Treasurer), Dean Williams, Lucy Malisan

Patron: Baroness Jean Corston

Independent Examiner: Dick Maule, The Cross House, South Woodchester, GL5 5EL

Bankers: National Westminster Bank, Fishponds Bristol (A) Branch, 778 Fishponds Road, Fishponds, Bristol, BS16 3TX.

Structure Governance and Management

The charity is unincorporated and was registered as a charity on 26th April 1979 and is governed under a constitution which was last updated on 19th July 2001.

Bristol Children's Playhouse has a local provider agreement for the provision of free early education entitlement to 2, 3 and 4-year-olds.

Recruitment and Appointment of Management Committee

A management committee consisting of not more than 12 members is elected annually at the Annual General Meeting. The committee elects the honorary officers at the first meeting immediately after the AGM. The executive committee can co-opt not more than 4 additional people who are not necessarily members of the charity.

Objectives and Activities

Our aim is to safeguard and promote the welfare of children within the family and provide quality preschool education allowing children to gain positive experiences which will improve their confidence and self-esteem and aid their transition to the primary school setting. We work closely with Parents/Carers to provide an inclusive preschool experience. We encourage learning through play, positive self image and respect.

The main objectives of the charity:

- Provide a pre-school nursery with support for children with additional needs.
- Develop strong partnerships with parents.
- Allow children to enjoy daily outdoor play supporting a healthy lifestyle.
- Support children learning English as an additional language.
- Ensure all children feel included, which promotes their emotional well-being.
- Meet the needs of all children and help them achieve their full capability.
- Support parents to access specialist services.

Performance, Staffing and Achievements

This year the Playhouse worked hard to provide an inclusive, community led nursery and pre-school environment for local children while dealing with the continuing challenges of the Covid pandemic. We focused on finding ways to bring back a sense of normalcy and stability after the upheaval and unusual circumstances of the previous year. We continued to update various staffing and health / safety procedures to ensure that the setting could handle higher than usual sickness rates and other uncertainties that we were all dealing with at the time. We continued to keep children and staff safe by maintaining bubbles that could be kept somewhat separate from one another, limiting contacts in case a member of staff or a child attending playhouse tested positive for covid. These measures were very successful, and we were able to provide positive provision throughout this period. This was really valued by the families in our community.

Our 2s room (Robins) manager and SENDCo, Sam Hawkesford, stepped down over the Summer break as she sought a career change. She had been an integral part of the Playhouse for a number of years and her absence was felt by all. We slightly restructured our staffing structure following Sam's departure, splitting her role and redistributing her responsibilities among our capable staff. Sarah Ellis, our 3s room (Magpies) manager at the time, took on additional management responsibilities, overseeing both the Robins room and Magpies room provision going forward. The SENDCo role became a separate position, as it had been before Sam was able to combine it with her role as Robins room manager. This new arrangement has proven successful and we are happy to continue this structure going forward.

The number of children on roll and attending Playhouse was somewhat affected by the disruption to our usual marketing and publicity activities over the prior year and potentially some changes to people's work / life patterns (work from home etc). We identified this as something we needed to focus on overcoming and through active communication with potential new families and a lively engagement with our online presence, we were able to keep our numbers healthy, ensuring we remain a thriving and sustainable early years setting.

We introduced awards for our staff, recognising length of service and celebrating the dedication and energy that our hardworking staff bring to the Playhouse. We endeavour to keep giving out these awards on an annual basis, acknowledging how much the Playhouse is a product of our wonderful staff alongside our wider community.

After a long break, we were able to run a well-attended and enjoyable winter fair. It felt really good to be able to open the Playhouse to the wider community again and provided a great opportunity to celebrate the Playhouse and invite the wider community in to see who we are and what we offer. Seasonal events such as this have been a very successful part of offering and we aim to organise many more in the future, as circumstances allow.

Fundraising

We engaged a fundraising volunteer to put together a new fundraising strategy. She initially made very good progress in helping us identify opportunities to improve our fundraising activities. Unfortunately, her personal circumstances changed quite suddenly and she had to step away from the project before it could be completed.

We continue to receive donations of food from Waitrose via the Fairshare scheme. This provides valuable support to our families.

Buildings and Outside Environment

We kept our site and building safe and up-to-date with a full electrical circuit test, making sure that the wiring is in good order. We also refreshed some of the paintwork in the Robins room, keeping the space bright, fresh and clean. We updated our fire policies and made sure we have access to an escape ladder for our upstairs rooms.

Over the year we have ensured that we completed Health and Safety legal requirements. Some of them have been undertaken by Bristol City Council. These include:

PAT testing

Regular Fire call points tests

Smoke and fire alarms

Monthly playground and equipment checks

Regular Fire drills

Daily safety checks of outdoors spaces

Food hygiene assessment

Trustee Board

Cathy Spence stepped down as chair of trustees in July and Matt Wild took on the role in addition to his role as treasurer. Dean Williams continued to serve as a trustee on the board. Lucy Malisan served as a trustee until she stepped away from that role to take on a position in our office, working closely with Kirsty to manage our intake and uptake of spaces, among other things. Matt also took on the role of Ofsted nominated person.

Monitoring our service

We are constantly monitoring our provision and quality of service we offer for children numerous ways. This enables us to plan our service based on the needs of the families we support. This includes:

- Bristol Standard (quality assurance standard).
- Quarterly reports to Bristol City Council as part of the remit for the Local Provider Agreement funding to be released.
- Staff work with the Local Education Authority using the Quality Improvement Framework to review planning and improve standards of education for children.
- Monitoring from BAND (Bristol Association for Neighbourhood Daycare)
- Regular supervisions of all staff, including volunteers, and peer-to-peer reviews.

How our activities deliver public benefit

In one of the most deprived areas of Bristol and with an extremely diverse range of families from all cultures and backgrounds we are providing a nurturing setting which welcomes all families. The childcare they receive supports their development at this early stage of life and enables them to take those first stepping stones in life which will set them up in the future. We are aiming to develop the whole child and support them to become a valuable member of their community in their future. In turn we give support to those caring for the children - sharing advice, signposting to other resources and working with other agencies to bring benefit to the child. Where there is an identified need by one of our staff our SENDCO supports the family to apply for council financial assistance as well as completing necessary monitoring documents to be able to receive funding for staff to work 1:1 with a statemented child. This benefits the child in having this in place prior to starting at Primary school so that support can continue to be put in place for that child's life in education.

Parents are encouraged to take part in extra-curricular activities and celebrations with their child at the Playhouse and have the opportunity to meet up with other new parents.

Reserves Policy

It is the aim of the charity to have general reserves equivalent to the total of 3 months running cost (roughly £45,000), total staff redundancy and sick pay entitlement for the highest paid employee. There is a need to hold reserves at this level to meet fluctuations in funding and enable the service provision to be managed efficiently.

Financial Review

During this period, we continued to seek financial savings where we could. For example, we were able to switch our energy supplier and use the savings this provided to help ensure our future sustainability. We have carefully managed our budget to ensure we remain financially sustainable and we are pleased to see that we have weathered a tricky period with little notable financial impact.

Trustees' Responsibilities Statement - Charitable Company

The trustees (who are also directors of Bristol Childrens Playhouse Limited for the purposes of company law) are responsible for preparing the Trustees' Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

In preparing these financial statements, the trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP 2015 (FRS 102);
- make judgements and estimates that are reasonable and prudent;
- state whether applicable UK Accounting Standards have been followed, subject to any material departures disclosed and explained in the financial statements;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charitable company will continue in operation

The trustees are responsible for keeping adequate accounting records that disclose with reasonable accuracy at any time the financial position of the charitable company and enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the charitable company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

In so far as the trustees are aware:

- there is no relevant information of which the charitable company's independent examiner is unaware; and
- the trustees have taken all steps that they ought to have taken to make themselves aware of any relevant information and to establish that the independent examiner is aware of that information.

By Order of the Trustees

Trustee



Date:

7/12/22

Trustee

MATT WILD

Date:

CHAIR .

Independent Examiner's Report to the Trustees of Music For Good [formerly known as CYMAZ]

I report on the accounts of the company for the year ended 31st March 2022 which are set out on pages 7 to 13

Responsibilities and basis of report

As the charity 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 company'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 that in any material respect:

1. accounting records were not kept in respect of the company 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.

Dick Maule FCA The Cross House, South Woodchester GL5 5EL

Date 30/1/23

Dick Maule FCA

Bristol Childrens Playhouse Limited

Statement of Financial Activities for the year ended 31st. March 2022

	Notes	Total 2022 £	2021 £
Income			
Donations and fundraising		447	366
Activities to generate funds:			
Membership		-	-
Fees		20,123	3,297
Sundry income		200	300
Interest received		1	6
Incomes from charitable activities			
Grants and contracts		<u>153,572</u>	<u>173,122</u>
Total Income		<u>174,343</u>	<u>177,090</u>
Expenditure	(5)		
Charitable activities		<u>167,972</u>	<u>178,001</u>
Total expenditure		<u>167,972</u>	<u>178,001</u>
Net income/ [expenditure]		<u>6,371</u>	<u>(911)</u>
Reconciliation of funds			
Total funds brought forward		116,422	117,333
Transfers between funds		<u>-</u>	<u>-</u>
Total funds carried forward		<u><u>122,793</u></u>	<u><u>116,422</u></u>

Bristol Childrens Playhouse Limited**Balance Sheet as at 31st. March 2022**

		2022	2021
	Notes	£	£
Tangible assets		17,921	<u>21,083</u>
Current assets			
Debtors and prepayments	(3)	1,366	1,372
Cash at bank and in hand		<u>104,191</u>	<u>94,652</u>
		105,557	96,024
Current liabilities			
Creditors: amounts falling due within 12 months	(4)	<u>(685)</u>	<u>(685)</u>
Net Current assets		<u>104,872</u>	<u>95,339</u>
Total assets		<u>122,793</u>	<u>116,422</u>
Restricted Funds	(2)	-	-
Unrestricted Funds			
Designated Funds		17,921	21,083
General Funds		<u>104,872</u>	<u>95,339</u>
Total Funds		<u>122,793</u>	<u>116,422</u>

For the year ended 31st March 2022:

The company was entitled to the exemption from audit under section 477[2] of the Companies Act 2006

The members have not requested the company to obtain an audit in accordance with section 476 of the Companies Act 2006.

The directors acknowledge their responsibility for complying with the requirements of the act with respect to accounting records and for the preparation of the accounts.

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



MATT WILD

dated:- 7/12/23

Bristol Childrens Playhouse Limited

Notes to the accounts for the year ended 31st. March 2022

(1) Principal Accounting Policies

The principal accounting policies adopted in the preparation of the financial statements are set out below and have been updated to reflect Company status .

(a) Basis of preparation

The charity constitutes a public benefit entity as defined by FRS 102. 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 as updated by Update Bulletin 2 the Charities Act 2011 and the Companies Act 2006.

The financial statements have been prepared under the historical cost convention.

(b) Fund accounting

[i] Unrestricted funds are available for use at the discretion of the trustees in furtherance of the general objectives of the charity.

[ii] Designated funds are unrestricted funds earmarked by the Management Committee for particular purposes.

[iii] Restricted funds are subjected to restrictions on their expenditure imposed by the donor or through the terms of an appeal.

(c) Income

Income is included in the statement of financial activities when the charity is entitled to the income and the amount can be quantified with reasonable accuracy. The following specific policies are applied to particular categories of income.

[i] Income received by way of grants, donations and gifts and is included in full in the Statement of Financial Activities when receivable. Grants, where entitlement is not conditional on the delivery of a specific performance by the charity, are recognised when the charity becomes unconditionally entitled to the grant.

[ii] Donated services and facilities are included at the value to the charity where this can be quantified.

[iii] The value of services provided by volunteers has not been included in these accounts.

[iv] Investment income is included when receivable.

[v] Income from charitable trading activity are accounted for when earned.

[vi] Income from grants, where related to performance and specific deliverables, are accounted for as the charity earns the right to consideration by its performance.

(d) Expenditure

Expenditure is recognised on an accrual basis as a liability is incurred. Expenditure includes any VAT which cannot be fully recovered

[i] Costs of generating funds comprise the costs associated with attracting voluntary income and the costs of trading for fundraising purposes.

[ii] 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

[iii] All costs are allocated between the expenditure categories of the SoFA on a basis designed to reflect the use of the resource. Costs relating to a particular activity are allocated directly, others are apportioned on an appropriate basis.

Bristol Childrens Playhouse Limited

Notes to the accounts for the year ended 31st. March 2022

(1) Principal Accounting Policies

(e) Fixed assets

Play equipment has been written off in the year of acquisition.

Other fixed assets are written off over the expected useful life of the asset, using the reducing balance method at 15% .

(e) Merger

We have followed paragraph 27 of the Charities SORP (FRS 102). Para 27.12 recommends this treatment when there is a decision by the trustees of an unincorporated charity to establish a charitable company.

This change happened on 1st April 2021 when a merger took place [number 5400153] The relevant notes have been added to comply with the SORP.

(2) Movements in funds

	Balance 1st. April	2021 Income	Expenditure	Transfers Between Funds	Balance 31st. March 2022
	£	£	£	£	£
Unrestricted funds					
Designated Fund					
Fixed assets reserve	21,083	-	-	(3,162)	17,921
General Fund	95,339	174,343	(167,972)	3,162	104,872
	<u>116,422</u>	<u>174,343</u>	<u>(167,972)</u>	<u>-</u>	<u>122,793</u>

The fixed asset replacement reserve has been set up to reflect the fact that the fixed asset element of reserves is needed for the continued operation of Bristol Childrens Playhouse Limited. An amount equal to depreciation will be debited to it annually.

(3) Debtors

	2022	2021
	£	£
Sundry debtors	<u>1,366</u>	<u>1,372</u>

(4) Creditors: amounts falling due within 12 months

Sundry creditors	<u>685</u>	<u>685</u>
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Bristol Childrens Playhouse Limited

Notes to the accounts for the year ended 31st. March 2022

(5) Expenditure

	Charitable activities	Total
	2022	2021
	£	£
Wages	130,153	142,236
Utilities	4,734	3,865
Repairs and renewals	4,399	4,570
Telephone	1,716	1,684
Cleaning	7,516	6,776
Travel and transport		-
Training	315	-
Catering		351
Reporting accountant's fees	650	650
Professional fees	504	4,417
Print, post, photocopy and stationery	2,024	2,071
Play materials and equipment	4,745	3,122
Sundry expenses	1,418	53
Groceries	934	566
Subscriptions and affiliations	223	-
Security	592	886
Bank charges	51	45
Advertising and recruitment	255	252
Childrens outings		-
Depreciation	3,162	3,720
Non capitalised equipment		-
Insurance	755	662
I.T.	2,373	2,076
Repayment of grant	1,453	-
Volunteer expenses	-	-
	167,972	178,001

(6) Employee information

	2022	2021
Number of employees	12.0	12.0

The average weekly number of employees during the year were calculated on the basis of average monthly head count.

No employee received emoluments of more than £50,000.

	£	£
Salaries and wages	121,642	132,186
Pension costs	2,611	4,316
Social security costs	<u>5,900</u>	<u>5,734</u>
	<u>130,153</u>	<u>142,236</u>

Bristol Childrens Playhouse Limited

Notes to the accounts for the year ended 31st. March 2022

(7) Trustees information

	£	£
Trustees remuneration and expenses	<u>-</u>	<u>-</u>

(8) Analysis of net assets between funds

	Unrestricted General £	Funds Designated £	Restricted Funds £	Total £
Tangible fixed assets	-	17,921	-	17,921
Current assets	105,557	-	-	105,557
Current liabilities	<u>(685)</u>	<u>-</u>	<u>-</u>	<u>(685)</u>
Net assets at 31st March 2022	<u>104,872</u>	<u>17,921</u>	<u>-</u>	<u>122,793</u>

(9) Fixed Assets

	Fittings & equipment £
Cost : balance brought forward	111,549
additions in the year	<u>-</u>
	<u>111,549</u>
Depreciation	
balance brought forward	90,467
charge for the year	<u>3,162</u>
	<u>93,628</u>
Net book value 31st. March 2022	<u>17,921</u>
Net book value 31st. March 2021	<u>21,083</u>

Bristol Childrens Playhouse Limited

Notes to the accounts for the year ended 31st. March 2022

(10) Analysis of prior year funds to comply with FRS102.

Statement of Financial Activities

for the year ended 31st. March 2021

	2021	2019
	£	£
Income		
Donations and fundraising	366	32
Activities to generate funds:		
Membership	-	-
Fees	3,297	8,753
Sundry income	300	761
Interest received	6	23
Incomes from		
charitable activities		
Grants and contracts	<u>173,122</u>	<u>200,003</u>
Total Income	<u>177,090</u>	<u>209,571</u>
Expenditure	-5	
Charitable activities	<u>178,001</u>	<u>220,638</u>
Total expenditure	178,001	220,638
Net income/ [expenditure]	(911)	(11,067)
Reconciliation of funds		
Total funds brought forward	117,333	128,399
Transfers between funds	<u>-</u>	<u>-</u>
Total funds carried forward	<u><u>116,422</u></u>	<u><u>117,333</u></u>

(8) Analysis of net assets between funds

	Balance 1st. April	2019 Income	Expenditure	Transfers Between Funds	Balance 31st. March 2021
	£	£	£	£	£
Unrestricted funds					
Designated Fund					
Fixed assets reserve	24,803	-	-	(3,720)	21,083
General Fund	<u>92,530</u>	<u>177,090</u>	<u>(178,001)</u>	<u>3,720</u>	<u>95,339</u>
	<u><u>117,333</u></u>	<u><u>177,090</u></u>	<u><u>(178,001)</u></u>	<u><u>-</u></u>	<u><u>116,422</u></u>